



OMB Control No: 3245-0007  
Expiration Date:

**Instructions:** The small business must complete this form and submit it, either electronically or on paper, to the surety agent of choice. A list of participating surety agencies and the paper version is available on the Office of Surety Guarantees website at [www.sba.gov/surety-bonds](http://www.sba.gov/surety-bonds). If the application is submitted electronically, the pre-populated form can be printed from the E-App system located at [www.sba.gov/surety-bonds](http://www.sba.gov/surety-bonds).

SMALL BUSINESS ADMINISTRATION							
SCHEDULE OF WORK IN PROCESS (ALL WORK-BONDED & UNBONDED-IF COST PLUS PLEASE INDICATE)							
BUSINESS NAME AND BUSINESS TRADE NAME				TAX ID OR SS NUMBER			DATE AS OF
CONTRACT PRICE (Including Approved Change Orders)	JOB DESCRIPTION	ESTIMATED STARTING DATE	ESTIMATED COMPLETION DATE	BONDED YES/NO	Total Cost to Date	Total Estimated Cost To Complete	Total Billed to Date Including Retainages (Explain Any Dispute Items)
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<b>TOTALS</b>							
<b>Signature</b>				<b>Title</b>			
<p><b>PLEASE NOTE:</b> The estimated burden for completing this form is approximately 20 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to: Chief, Administrative Information Branch, Room 5000, U.S. Small Business Administration, 409 3<sup>rd</sup> St., SW. Washington, DC 20416; and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202 Washington, DC 20503.</p>							

SBA Form 994F (2/16) Previous Editions are Obsolete