|  |  |  |
| --- | --- | --- |
|  | OWNER [ ]  | SURETY [ ]  |
|  | CONSULTANT [ ]  | OTHER [ ]  |
|  | CONTRACTOR [ ]  |  |
| TO OWNER: | UR PROJECT NO.: |       |
| University of Rochester | CONSULTANT’S PROJECT NO.: |       |
| Planning and Project Management | CONTRACT FOR:  |       |
| 271 East River Road | CONTRACT DATE: | Click here to enter a date. |
| PO Box 270347 |  |  |
| Rochester, NY 14627-0347 |  |  |
|  |  |  |
| PROJECT: |  |  |
| *(Name and address)* |  |  |
|       |  |  |
|       |  |  |
|       |  |  |
|       |  |  |
| In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the |
| *(Insert name and address of Surety)* |  |  |
|       |
|       |
|       |
|       |
|       | ,SURETY, |
| on bond of |  |  |
| *(Insert name and address of Contractor)*  |  |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       | , CONTRACTOR, |
| Hereby approved the reduction in or partial release of retainage to the Contractor as follows: |
|       |
|       |
|       |
| The Surety agrees that such reduction in or partial release of retainage to the Contractor shall not relieve the Surety of any of its obligations to |
| *Owner:* |  |  |
| University of Rochester |  |
| Planning and Project Management |  |
| 271 East River Road |  |
| PO Box 270347 |  |
| Rochester, NY 14627-0347 |  |  |
| As set forth in said Surety’s bond. |  |  |
| IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: Click here to enter a date. |
| *(Insert in writing, the month followed by the numeric date and year)*  |
|

|  |  |
| --- | --- |
|  |       |
|  | *(Surety)* |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | *(Signature of authorized representative)* |
| Attest: |       |
| (Seal):  | *(Printed name and title)* |

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