



**SCHEDULE B**  
Notice of Claim  
[Sub-subcontractor]

**THE GUARANTEE COMPANY OF NORTH AMERICA**  
4950 YONGE STREET, SUITE 1400,  
TORONTO, ON M2N 6K1  
[surety.claims@theguarantee.com](mailto:surety.claims@theguarantee.com)

**Attention:**

Re: .....  
Bond No: .....  
Contractor: .....  
Subcontractor: .....  
Owner: .....  
Contract: .....

Dear Sir/Madam,

We have a written subcontract with ..... (the "Subcontractor") for  
(name of the subcontractor)  
..... (our "Subcontract") related to the Contract  
(title or description of the Sub-subcontract)  
between the Owner and the Contractor for ..... in  
(title or description of the Contract)  
.....  
(town/city, province)

We have given notice under our Sub-subcontract to the Subcontractor that an amount is due and payable under the Sub-subcontract and remains unpaid contrary to the terms of the Sub-subcontract. A copy of that notice has also been provided to the Contractor.

We hereby demand payment of \$ ..... under the captioned Bond.

To assist in your evaluation of this Notice of Claim we invite you to contact our representative as follows:

**THE GUARANTEE COMPANY OF NORTH AMERICA**  
4950 YONGE STREET, SUITE 1400,  
TORONTO, ON M2N 6K1  
[surety.claims@theguarantee.com](mailto:surety.claims@theguarantee.com)

We also enclose the following documents supporting our Notice of Claim:

*[The following is a suggested list of documents to be considered for delivery to the Surety. Please check off the documents (if any) that you are providing with this Notice of Claim.]*

- Copy of full, executed Sub-subcontract [or Purchase Order or Collective Bargaining Agreement], including approved changes and pending changes relevant to this Notice of Claim
- Copy of the prime contract between the Subcontractor and the Contractor
- Copy of original schedule and latest approved schedule for the Sub-subcontract
- Copies of all invoices submitted to the Subcontractor



- Copies of all payments from the Subcontractor to the Claimant
- Summary reconciliation of all invoices issued under the Sub-subcontract
- Summary reconciliation of all payments received under the Sub-subcontract
- Confirmation from the [Owner, Contractor or Subcontractor] that the Claimant has completed all of its work including rectification of all identified deficiencies and the delivery of all required close-out documents
- Copy of any notice or correspondence to and from the Subcontractor or Contractor relevant to this Notice of Claim
- Confirmation of the last day the Claimant performed work pursuant to the Sub-subcontract including proof thereof
- Copy of any claim for lien, legal proceeding or other documents to enforce your entitlement to payment
- Copy of the executed Labour and Material Payment Bond under which this Notice of Claim is being made
- [additional documents]

We look forward to receiving your acknowledgment of this Notice of Claim under the Bond and your request for any additional documentation or information you require to meet your obligations under the Bond.

Yours truly;

By: .....

CC: