

NOTICE TO PROCEED

_____, 20__

Contractor

Attention: {insert name}

Address

City, ST Zip

Contract Title; Contract Amount: \${insert amount}
{insert Project Name}
DIR Project Identification No. {insert #}

Dear {insert Mr./Ms. + last name from above},

In accordance with the provisions of the Contract General Conditions, you are hereby notified to commence work on the subject contract on {insert start date} and are to fully complete the work within {insert # of days} consecutive calendar days in accordance with your contract completion date of {insert completion date}.

The contract provides for assessment of liquidated damages of \${insert amount} for each consecutive calendar day that is required to finish the work after the contract completion date.

Share the above-referenced DIR public works project identification number with each subcontractor on this project, as he or she will need this number to submit certified payroll records into DIR's electronic certified payroll reporting (eCPR) database.

Sincerely,

Name

Construction Administrator

Owner as shown on construction contract

c: City of Los Angeles, HCID/CPD/NI