

NOTICE TO PROCEED

DATE: _____

OWNER: _____

CONSTRUCTION MANAGER: _____

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

PROJECT ADDRESS: _____

Dear Contractor:

Pursuant to your Construction Contract dated _____, 201__ you are hereby notified to proceed with the construction work on the property captioned above. Upon receipt of this notice, you are responsible for the work on said property under the terms and conditions of the Agreement, Specifications and Plans, if any. Please be prepared to begin construction within 7 working days from receipt of this notice. Therefore, per our Construction Contract, your completion date is now _____, 201__ (___ days). Any time delay beyond the above completion date, not agreed upon by the Owner will incur expenses that will be the responsibility of the Contractor.

Please acknowledge acceptance of this notice in the space provided below and mail back one copy.

Owner – Project Manager

Phone Number

We received the foregoing Notice to Proceed on

Date

Contractor Name (Printed)

Signature and Title

Contractor's Phone Number

Please notify our office one day prior to your beginning work.

INSTRUCTIONS TO CONTRACTOR: Please sign both copies of this notice and return one copy to the Owner at the address listed below.

<Address>

Cc: Construction Manager - [INSERT CM]