

**NOTICE TO PROCEED**

Contract Amount <contract amount> Date: <notice to proceed date>

To: <contractor>

<address>

<address>

<city, state, zip>

This will serve formal notice to proceed with the work involved in:

**Furnish all labor, materials and equipment necessary <Description>**

This notice is subject to all terms and conditions of your proposal dated <bid date>

Mail Invoices To:

ENCLOSED IS RELEASE OF CLAIMS AND \*CONSENT OF SURETY FOR FINAL PAYMENT FORMS TO BE SUBMITTED WITH REQUEST FOR FINAL PAYMENT. FAILURE TO DO SO WILL RESULT IN DELAY IN PAYMENT WHEN JOB IS COMPLETE. NOTIFY THE DESIGN CONSULTANT OR AGENCY PURCHASING OFFICIAL TO SCHEDULE THE FINAL INSPECTION DATE.

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Institution Purchasing Official

\*Required only on projects over \$20,000 or upon demand