

Sample

NOTICE TO PROCEED

Project Name: _____ Project Location: _____

Grant Number: _____ Construction Contract Number: _____

Type of Contract: _____ Amount of Contract: _____

You are hereby notified to commence work on the referenced contract on or before _____, 20__, and shall fully complete all work of said contract within _____ consecutive calendar days thereafter. Your completion date is therefore _____, 20__.

The contract provides for an assessment of the sum of \$ _____ as liquidated damages for each consecutive calendar days after the above established contract completion date that the work remains incomplete.

Dated this _____ day of _____, 20__.

By _____

Title _____

Acceptance of Notice

Receipt of the forgoing Notice to Proceed is hereby acknowledged.

By _____

this _____ day of _____, 20__.

By _____

Title _____