

#### NOTICE TO PROCEED

February 17, 2017

Contractor

Attention: {insert name}

Address

City, ST Zip

Contract No. {insert #}; Contract Amount: ${insert amount}

{insert Project Name and No.}

DIR Project Identification No. {insert # from PWC100}

{insert Campus}

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 complete fully 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

Department

c: Builders Risk Insurance Program *(enroll project)*

{insert names}

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\*Calculate duration in a spreadsheet by subtracting start date from end date, and add one day to the result.

*Construction Mgmt.*

*702.16CMR • 02/17*