

**NOTICE-TO-PROCEED**

{Date}

{name}  
{company name}  
{address}  
{city, state, zip}

Attn: \_\_\_\_\_

Contract: Single Prime General Construction

Contract Date: \_\_\_\_\_, 20\_\_

Contract Amount: \$\_\_\_\_\_

Dear \_\_\_\_\_,

In accordance with the contract documents for the {Project}, you are hereby advised that the beginning date for this project is established as \_\_\_\_\_, 20\_\_. The total contract duration is \_\_\_\_\_ consecutive calendar days. All work activities are to be sequenced and completed in accordance with the approved Contract Construction Schedule. Substantial completion shall be achieved on or before \_\_\_\_\_, 20\_\_.

Please indicate your acknowledgement and acceptance of the dates established above by signing below in the space provided. Return three fully executed originals of this Notice-to-Proceed to this office.

Sincerely,

Project Manager

Acknowledged and Accepted by:

Vendor

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title