April 25, 2017

CONTRACT NAME

CONTRACTOR

ADDRESS

CITY, STATE ZIP

RE: #PROJECT – PROJECT NAME

 University of Missouri – CAMPUS

Dear NAME:

Enclosed are an original and two copies of the Notice to Proceed in connection with the above project. Please sign and return the copies of this Notice and retain original for your files. Please note the Notice to Proceed date is defined as the day you receive the Notice to Proceed. Also enclosed is your Project Tax Exempt Certificate.

In order to comply with the time requirements of Section 9.1.2 of the General Conditions, the following documents must be manually signed and submitted to CAMPUS CONTACT NAME AND ADDRESS within fifteen (15) calendar days of the Notice to Proceed date:

1. Reproducible progress and payment schedule,

2. Contractor's Breakdown of Costs,

3. List of material suppliers,

4. Itemized breakdown of all labor rates for each classification. Overhead and profit shall not be included.

5. Itemized breakdown of anticipated equipment rates (breakout operator rate). Overhead and profit shall not be included.

University forms and procedures for the above were distributed and discussed at the preconstruction meeting. If a preconstruction meeting has not been conducted by the time you receive this letter, please contact CAMPUS CONTACT NAME & PHONE NUMBER so it can be scheduled. No construction will be allowed until after the preconstruction meeting has been held.

Your interest in the project is appreciated by the University of Missouri.

Sincerely,

CAMPUS CONTACT NAME

TITLE

c: CAMPUS STAFF NOTICE TO PROCEED

April 25, 2017

CONTRACT NAME

CONTRACTOR

ADDRESS

CITY, STATE ZIP

RE: #PROJECT – PROJECT NAME

 University of Missouri – CAMPUS

Pursuant to Article 9 of the General Conditions of the specifications dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the above project, you are hereby notified to proceed and commence work under the above contract on the day on which this notice is delivered to you.

Please acknowledge receipt of this notice by dating, signing and returning two copies.

THE CURATORS OF THE UNIVERSITY OF MISSOURI

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AUTHORIZED SIGNATURE

 TITLE

Receipt of the foregoing notice is hereby acknowledged this \_\_\_\_day of \_\_\_\_\_\_\_\_\_, 20\_\_.

CONTRACTOR:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_