April 25, 2017

NAME

COMPANY

ADDRESS

CITY, MO ZIP CODE

RE: Project Number, PROJECT NAME

 [University of Missouri – Campus]

Dear NAME:

Enclosed are two copies each of the Early Release No. 2, for the above project for The Curators of the University of Missouri.

The two copies of the Early Release No. 2, rider to the performance bond and labor and material payment bonds are for your execution and return for execution by the Owner. Note the following specific terms:

1. Early Release No. 2, rider to the performance bonds and labor and material payment bonds must be manually signed, both in exactly the same form by an authorized representative of your company.

2. The Early Release No. 2, rider to the performance bond and labor and material payment bonds must contain your company's corporate seal.

3. The certificate that the Power-of-Attorney is in effect must be dated the date of the contract and must be manually signed. The seal of the surety company must be affixed to each copy. Photostatic copies of the certificate will be accepted.

4. The Power-of-Attorney company name, address and telephone number must be affixed to the rider of the performance bond and labor and material payment bond.

5. All insurance requirements of the specifications must be complied with as to types and limits per the Agreement Between Owner and Construction Manager as Constructor and the General Conditions. We must have a manually signed certificate of insurance or insurance policy covering all requirements.

Please make every effort to have all documents executed in proper form and certificates of insurance submitted promptly in order that this work may be completed with the least delay.

All executed documents should be returned to [Name], [University of Missouri – Campus], [Building Address], [City], MO [Zip Code]. Any questions should be directed to [Name} at [Phone number]. When you have complied with the requirements of these instructions, an executed copy of the performance bond, labor and material payment bond, and an executed original of the Early Release No. 2 will be issued for your files.

Sincerely,

[Appropriate Campus Administrator]

[Title]

[mw]

Enc.