**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

[Address]

[City, State, Zip]

[Project Name]

[Contract #]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

In accordance with the provisions of [Name & Number of Contract, e.g. Owner Contractor Agreement #W000000] and the 2010 Uniform General Conditions, you are hereby notified to commence work on or before [Date] and to be substantially complete on [Date], with Final Completion of the Work achieved on [Date].

Also in accordance with the provisions of the Uniform General Conditions, you are required to submit to the Owner’s Designated Representative and the Architect of Record a complete submittal schedule and a Work Progress Schedule for all phases of the Project within twenty one (21) calendar days of the effective date of this Notice to Proceed.

Sincerely,

[Name]

[Title]

cc: Office of Contract Administration, OGC

Project File