**NOTICE TO PROCEED**

[Date]

[Individual Name]

[Firm Name]

[Address]

[City, State, Zip]

[Project Name]

[Contract #]

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

In accordance with the provisions of Owner-Architect Project Agreement #WXXXXXX, you are hereby notified to commence work on or before [Date]. All design services shall be performed per the terms and conditions of the Agreement and shall be completed as set forth in the approved Schedule of Services.

The Owner’s Designated Representative will provide written approval of each Phase of the design; at which time you are authorized to move forward to the next Phase.

Sincerely,

[Name]

[Title]

cc: Office of Contract Administration, OGC

Project File