July 26, 2022

 Contact Name, Firm Name & Address

Fax:

Ref: University of Virginia

Project Name & Contracting Option/Trade Package Name

Request for Proposal #

Project Code: including package #, Work Order # , Project # P-

Contract Control Number:

Purchase Order #       (Required on all invoices)

Notice to Proceed

Dear Mr. / Mrs.      :

Enclosed please find a copy of the fully executed Contract for Construction and Invoicing Instructions for the above-referenced project.

This is your formal Notice to Proceed (NTP) to begin the work. According to the terms of your contract, the substantial completion date is hereby established as      .

Sincerely,

Enclosures: 1. Contract Between University and Contractor

2. Invoicing Instructions

c: Project Managerw/letter only; Procurement File