



University of Missouri System

(Date)

(Contractor)

(Name)

(Address)

(City, State, Zip)

RE: (Project Number), (Project Description)
University of Missouri – (Campus)

Dear (Name):

Enclosed are two originals of the Notice to Proceed in connection with the above project. Please sign and return one original Notice and retain the other original for your files. Please note that 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 9.1.7, Page GC/23 of the General Conditions, the following documents must be manually signed and submitted to (NAME), at this 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 are distributed and discussed at the preconstruction meeting. If a preconstruction meeting has not been conducted by the time you receive this letter, please contact (Contact Name and 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,

(University Signing Authority)
(title)