notice to proceed

DATE:

<<Date>>

to:

<<General Contractor Name>>

<<Address Line 1>>

<<Address Line 2>>

FROM:

<<Designer Name>>

<<Address Line 1>>

<<Address Line 2>>

PROJECT:

<<Project Title from UT-1>>

UT No. <<Number>>

notice to proceed:

You are hereby given Notice to Proceed with the referenced contract effective <<Date>>.

The contract completion date is therefore established as <<Date>>.

Any change in the Work requires prior written authorization from the Owner (Office of Capital Projects). Work without proper authorization will not be compensated.

designer’s authorizing signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<<Name and Title>>

cc: Benjamin Luttrell

Director of Design and Construction

<<UT Project Manager Name>>

Project Manager for Design and Construction

[facplan@utk.edu](mailto:facplan@utk.edu)

END OF FORM