

ABC Contractors Inc**NON-COMPLIANCE NOTICE****No. 1**

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

TITLE: Non-Compliance Notice

DATE: 08/13/2002

PROJECT: Sample Project #1

JOB:

TO:
Attn: Tim Brown
Brown Construction
810 Tree Street
Anvwhere, US 55555-5551
Phone: 555-555-4567 Fax: 555-555-5678

STARTED:

COMPLETED:

REQUIRED: 08/09/2002

DESCRIPTION:

This notice is to inform you that your company has violated section 23-3 of the original contract for this project.

This section clearly states that all work is to be completed within the allotted time agreed upon. If the work can not be completed by this time, it is required that your company request a time extension. As of this date, the request has not been filed.

CORRECTIVE ACTION:

Submit your request for a time extension at once or further action will be taken.

Description Signatures:

Signed: _____
John Smith

Signed: _____
John Smith

Date: _____

Date: _____

Corrective Action Signatures:

Signed: _____
John Smith
Date: _____
08/09/2002

Signed: _____
John Smith
Date: _____
08/09/2002