

# MEMORANDUM

## **Missouri Department of Transportation**

**Division**

**Location**

**TO:** Mr. Consultant

 Vice President

 Engineering Group, Inc

**CC:**

**FROM:** Your Name Here

 Project Manager

**DATE:**

**SUBJECT:** Route \_\_\_\_\_, \_\_\_\_\_\_ County

 Job No. J\_\_\_\_\_\_\_\_

 Notice to Proceed

Please find attached your copy of the executed contract for *(brief description of services)*. The contract Notice to Proceed date is \_\_\_\_\_\_\_\_\_\_\_\_, 20XX. All work must be completed by \_\_\_\_\_\_\_\_\_\_, 20XX.

Monthly invoices may be sent to me electronically at *your.name@modot.mo.gov*

If you have any questions please feel free to contact me at ######.

attachment