

Delay Notification

For the referenced project, we are providing notice that we have been prevented from performing our work as scheduled as noted below. You will note that these actions were unanticipated and beyond our control. Any commensurate extension of time, compensation for any acceleration, or other impact costs that result will be communicated. We cannot tell you how much added time and cost to expect until the problem is solved. When we have sufficient information and know the overall extent of the delay we will submit a change order. We assure you that we will do everything we can to minimize those costs and schedule impact. We request your written response on how we are to proceed in this matter. If you have any questions, please do not hesitate to contact me.

Submission Date: _____

Submitted By: _____

To: _____

Project Name: _____

Company: _____

Project Number: _____

Email: _____

GC Contract Number: _____

Affected Areas

Cause of Delay

Potential Impact

Response

Respondent: _____

Date: _____

Response Received by: _____

Date Received By: _____

Distribution

Name	Company	Fax	Email