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| DATE: |  |
| TO: |  |
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|  |  |
| FROM: |  |
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|  |  |
| FACILITY NAME: |  |
| PROJECT NAME: |  |
| PROJECT NO.: |  |

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| **NOTICE TO PROCEED** |

In accordance with the Agreement dated      ,      , between the School Board of Volusia County and your company, you are hereby notified to commence work on or before      ,       and you are to complete the work within       (     ) consecutive calendar days thereafter. The date of substantial completion for all work is      ,      .

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| **ACCEPTANCE OF NOTICE** |

Receipt of the above written NOTICE TO PROCEED is hereby acknowledged by:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Firm Name: | |  | | | | | | |
| this |  | | day of |  | | , |  |  |
|  | | | | By |  | | | |
|  | | | | Name / Title |  | | | |

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| **INSTRUCTIONS** |

**Architect / Engineer:**

1. Complete top section of document; produce four (4) original documents
2. Transmit all four (4) original documents to Contractor
3. Upon receipt of three (3) executed documents from the Contractor; keep one (1) for your records; return remaining two (2) to the VCS Project Manager

**Contractor:**

1. Complete Acceptance of Notice section; sign all four (4) original documents
2. Keep one (1) original document; return the remaining three (3) to the Architect / Engineer at the address shown above.