

PUNCH LIST

Date: [INSERT DATE]

[INSERT CONTRACTOR NAME]
ATTN: [INSERT CONTRACTOR CONTACT]
[INSERT CONTRACTOR ADDRESS]
[INSERT CITY, STATE, ZIP]

RE: Project Name: [INSERT PROJECT NAME]
Project No.: [INSERT PROJECT #]
[INSERT RFQ, RFP or BID #]No.: [INSERT RFQ, RFP or BID #]

Dear [INSERT CONTRACTOR CONTACT]:

At the Substantial Completion walk-through on [INSERT SUBSTANTIAL COMPLETION DATE], the following items were discussed and need to be completed or corrected before a Final walk-through will be scheduled. The Project Manager shall conduct the Final walk-through and verify that all Items have been either completed or corrected. All necessary work shall be completed within ten (10) working days from the date shown on this notice.

<u>ITEM NO.</u>	<u>ITEM DESCRIPTION</u>	<u>DATE COMPLETED</u>
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[INSERT YOUR NAME]
[INSERT YOUR TITLE]
City of Friendswood

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