

TIME EXTENSION REQUEST

Date: [INSERT DATE]

Project Name: [INSERT PROJECT NAME]

Project Number: [INSERT PROJECT NUMBER]

Attention: [INSERT CITY REP] Month of: [INSERT MONTH]

We request the extension of completion of time on our contract in the amount of [INSERT #DAYS] working days specified as follows:

1 __	2 __	3 __	4 __	5 __	6 __	7 __
8 __	9 __	10 __	11 __	12 __	13 __	14 __
15 __	16 __	17 __	18 __	19 __	20 __	21 __
22 __	23 __	24 __	25 __	26 __	27 __	28 __
29 __	30 __	31 __				

Please put an "X" in Saturday and Sunday Boxes. For Cold Weather enter "C", for Rain enter "R" and for Other enter "O" and add comments below.

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[INSERT CONTACT NAME]
[INSERT CONTACT TITLE]

[INSERT CITY REPRESENTATIVE]
[INSERT TITLE]
City of Friendswood

Days Approved: _____

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