

---

**NON-CONFORMANCE REPORT (NCR)**

REPORT No.: NCR-[INSERT #]

PROJECT NAME: [INSERT PROJECT NAME]  
PROJECT NUMBER: [INSERT PROJECT #]

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

1.1 DESCRIPTION OF NONCONFORMANCE:  
[INSERT DESCRIPTION OF NON-CONFORMANCE AND SPECIFIC  
REFERENECE]

Reported by: [INSERT YOUR NAME]  
Date Reported: [INSERT REPORT DATE]  
Method of Notifying Contractor: [INSERT METHOD OF NOTIFICATION]  
Date of Notification: [INSERT DATE OF NOTIFICATION]

1.2 DESCRIPTION OF CONFORMANCE:  
[INSERT DESCRIPTION OF CONFORMANCE AND SPECIFIC REFERENECE]

Conformance shall be accomplished within seven (7) days after receipt of this notice and is to be coordinated with [INSERT YOUR TITLE]. If further information is needed, advise [INSERT YOUR TITLE] immediately. This non-conformance is considered an open item until resolved and accepted by the [INSERT YOUR TITLE].

1.3 ACKNOWLEDGEMENT

\_\_\_\_\_  
[INSERT CONTRACTOR REP]  
[INSERT TITLE]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[INSERT YOUR NAME]  
[INSERT YOUR TITLE]

\_\_\_\_\_  
Date

**END OF SECTION**