# Appendix 22

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| **REQUEST FOR DOCUMENT PROCESSING SERVICES (“Pinkslip”)**  **(Note: Use your down arrow to move between fields)** | |
| **FILE NUMBER:** |  |
| **FROM:** |  |
| **DATE:** |  |
| **DAY AND TIME NEEDED:** |  |
| **TYPE OF LETTERHEAD:** |  |
| **SPECIAL INSTRUCTIONS OR COMMENTS:** |  |

[Date]

Mr./Mrs. Contractor Full Name Here

Contractor Title

Company Name

Address 1

Address 2

Dear [Mr./Ms./Mrs. Addressee Last Name]:

SUBJECT: Notice to Proceed  
[Name of Project/Study]

This letter will serve as your Notice to Proceed, effective [Date].

[Project Manager] of this office has been assigned the management respon­sibility for this project. All questions and administrative matters should be directed to [Mr./Ms./Mrs. PM Last Name]: at the above address or at (XXX) XXX-XXXX.

We look forward to working with you in the development of a valuable and meaningful [Outcome of Project/Study].

Sincerely,

Author Name

Author Title

Author Initials/