

Date:

Subject: Municipality:
Project No.:

DBE Subcontractor:
Address:
Town/City & State:

Gentlemen:

Please verify the payments made to your corporation for Project No. , by signing the bottom of this letter and return it to this office in the enclosed envelope.

<u>Date</u>	<u>Check No.</u>	<u>Amount</u>
-------------	------------------	---------------

Thank you for your cooperation.

Very Truly Yours,

Prime Contractor

Signature
Name:
Title:

I, , did receive the sum of \$ in payments as listed above for work stipulated in our signed Subcontract Agreement dated .

Signature

Title

Date

Date:

Primecontractor:

Address:

City & State:

Subject:

Town/City:

Project No.:

Gentlemen:

In accordance with the Contract documents, “not less than % shall be performed by and paid to the DBE’s (SBE’s).

Please submit to this office, documents to substantiate your total and final payment to your DBE’s (SBE’s) for the work performed by them on this contract.

Enclosed for you information is a form letter that can be duplicated on your letterhead that is acceptable to this Municipality, which you may use to substantiate your DBE (SBE) requirements.

Very truly yours,

Municipal Administrator

cc:

District MSAT Team