**Completion of Physical Work Notification**

**To:** Click here to enter text.

**Date:** Click here to enter a date.

**From:** Click here to enter text.

**Project:** Click here to enter text.

This is to advise you that this project was physically completed on: Click here to enter a date.

Please forward the following checked documents within 30 days of the date of this letter. Upon their receipt and the resolution of any outstanding project issues stated below, the Municipality may reduce the retainage, if applicable, and proceed with the closeout process.

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Contractor - Please send the following checked documents to Click here to enter text.

Material Certification (Federal & State funded projects)

Adherence to Spec 106.4.3 (Submitted on the Paving Subs, Federal & State projects)

Buy America Certification (Federal funds in Construction and/or Design phase)

Certification of Final Payment for each DBE (Federal projects)

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Project Resident - Please check one of the boxes below:

NO – There are no further outstanding issues.

YES – There are outstanding issues. (List outstanding issues; payrolls, claims, LDs)