

DEPARTMENT OF TRANSPORTATION

DIVISION OF CONSTRUCTION

(Field Office Address)

PHONE (XXX) XXX-XXXX

FAX (XXX) XXX-XXXX



ATTACHMENT B

Date

EA

RTE-CO-PM

Name of Project

Construction Company Name

Company Address

Company City, State, Zip Code

Attention: Company Representative (name & title)

Dear Contractor,

Subject: Overhead Sign Structures

In accordance with Section 6-1.04, "Defective Material", of the *Standard Specifications*, Sign Structure XX-XX is rejected. The following defects are noted:

- (*List items*)
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In accordance with Section 5-1.09, "Removal of Rejected and Unauthorized Work," of the *Standard Specifications*, the above referenced sign structure shall be remedied, or removed and replaced in an acceptable manner. Please submit your remedial plan or remove and replace the above referenced defective work.

If you have any questions on this, please call me at (XXX) XXX-XXXX.

Sincerely,

RESIDENT ENGINEER

Attachment/Enclosure

c: