

REQUEST FOR PRE-CONSTRUCTION MEETING

(DATE)

White House Utility District
Attn: Brandi Webster
P.O. Box 608
White House, TN 37188
Fax: 615-672-8098

Dear Mrs. Webster:

I have already provided to WHUD:

- Four sets of state approved plans for each utility I will be installing
- Three copies of material submittals that have been approved by WHUD
- Contractor Request Form
- Contractor Information Form along with license and insurance information

Therefore, I am requesting a pre-construction meeting for _____.
(development, phase, section)

I am requesting the meeting be held on _____. The developer,
(Month, Day, Year)
contractor, and contractor foreman for this project are available and will attend this meeting. The people who will attend are:

Name(s) of contractor representative(s): _____

Name of contractor's foreman: _____

Name(s) of developer representative(s): _____

I understand that if I decide to use a different foreman after this pre-construction meeting, for any reason, I will be required to attend an additional pre-construction meeting with the new foreman present.

If you have any questions I can be reached at (_____)_____.
(Phone Number)

Sincerely,

(Signature)

(Printed Name)

(Title)