

SAMPLE DELAY NOTICE

(FOR CONTRACTOR TO OWNER OR SUB/SUPPLIER TO UPSTREAM CONTRACTOR)

(MUST BE SUBMITTED WITHIN THE TIME PROVIDED IN THE CONTRACT FOR DELAY NOTICES)

(DATE)

(OWNER/ GC/ CONTRACTOR)

Address (**Used address in "NOTICE" section of contract**)

City, State

RE: DELAY NOTICE
PROJECT (NAME) (CONTRACT NAME)

Please accept this correspondence as formal notice of a delay to the work being performed at the above referenced project. This notice is being sent pursuant to Section _____ of the (*list Contract or Subcontract, general conditions etc*) to advise you of this delay, and the anticipated impacts of that delay.

The cause of the delay is the restriction imposed by the Commonwealth of Pennsylvania on the project work in response to the COVID-19 crisis, including without limitation the Emergency Proclamation issued by the Governor of the Commonwealth, and the Department of Health.

This delay event commenced on _____ (list date as March 21, 2020 or earlier date if relevant)

We anticipate the delay event will last _____ days (list # of days)

We are tracking this delay on the schedule, and will update you if the delay will exceed the anticipated delay duration set forth above. We are also tracking additional costs incurred as a result of this delay event. Please also advise if you would like us to submit a recovery plan for this delay so we can provide you estimated costs for that recovery plan.

We will submit a change order for any adjustments to the schedule and contract amount once the delay has ended. If you need any additional information please contact me immediately at (phone) and (email).

Sincerely

(name)