

## Miller Act Preliminary Notice

**THIS IS NOT A LIEN.** This is a preliminary notice sent to notify you of our involvement in a federal construction project. We look forward to a successful relationship on this construction project.

This Notice is sent to the following parties:

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Role: \_\_\_\_\_

Role: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Role: \_\_\_\_\_

Role: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notice Sent By ("**Notifying Party**")

**Party Who Hired Notifying Party**

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Labor, Materials, Services, etc. provided by the Notifying Party to the Property ("**Services**"): \_\_\_\_\_

\_\_\_\_\_

Property where services were performed: (the "**Property**" or "**Federal Works Project**")

Name of Project: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Important Information on the Following Page**

We are pleased to advise you that the above-identified **Notifying Party** has commenced to deliver materials, suppliers, labor and/or provisions, as above-described and otherwise, for the use on the **Federal Works Project** identified above.

The name of the subcontractor or agent ordering or to whom the services, labor, materials, suppliers and/or provisions is furnished is above-identified as the **Hiring Party**.

We take this opportunity to advise you of these facts, as per our policy to keep contractors fully informed of any delivery of materials, suppliers and/or labor for which it, their surety, and the public works retainage fund will be held responsible for payments.

### **Request for Information**

The Notifying party further declares that they have or will commence to deliver labor and/or materials to the above-identified Federal Works Project, and hereby request a copy of the payment bond, if any, and the surety's mailing address, if not identified in this notice. Please forward a copy to the Notifying Party's address provided above.

The Notifying Party notifies you that he or she will look to the contractor's bond for protection on the work. The undersigned hereby requests a true copy of all bonds and agrees to pay the costs of reproduction thereof.

Signed:

\_\_\_\_\_

\_\_\_\_\_(Print)

\_\_\_\_\_(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_(Date)