

Subcontracting Communication Procedures

To: [Subcontractor's Name]

Date: [Date]

Subject: Communication Procedures for Subcontracting

Dear [Subcontractor's Name],

As part of our ongoing collaboration, we would like to outline the communication procedures that will govern our subcontracting relationship. Please review the following points carefully:

1. Point of Contact

The primary point of contact for all communication related to this subcontract will be:

- Name: [Your Name]
- Email: [Your Email]
- Phone: [Your Phone Number]

2. Communication Methods

We will utilize the following methods for communication:

- Email for formal correspondence.
- Phone calls for urgent matters.
- Weekly status meetings via [Platform] every [Day/Time].

3. Reporting Requirements

Subcontractors are required to submit reports on:

- Progress updates every [Frequency].
- Budget tracking at each milestone.
- Issues or challenges encountered.

4. Response Times

Please ensure that all communications are responded to within [Specify Time Frame] to maintain project timelines.

Thank you for your attention to these procedures. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]