

Subcontractor Performance Expectations

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Expectations

Dear [Subcontractor Name],

We are pleased to have you on board for [Project Name]. To ensure the success of our collaboration, we would like to outline our performance expectations:

1. Quality of Work

Your work must meet the specified standards and requirements set forth in our contract. Regular reviews will be conducted to ensure compliance.

2. Timeliness

All project milestones must be met according to the schedule. Any delays must be communicated promptly along with an explanation.

3. Communication

We expect open communication regarding project progress, challenges, and changes. Weekly updates are required.

4. Safety Standards

All work must adhere to safety regulations. Ensure that all personnel are trained and equipped to maintain a safe working environment.

5. Reporting

Submit progress reports and invoices promptly and accurately as outlined in the contract.

By adhering to these expectations, we can work together to achieve successful project outcomes. Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]