

Subcontractor Communication Guidelines

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Communication Guidelines for Subcontractors

Dear [Subcontractor Name],

As part of our ongoing commitment to maintain effective communication and collaboration between our teams, we have established the following communication guidelines:

1. Point of Contact

Please designate a primary point of contact (POC) for all communications related to this project. This POC will be responsible for relaying information between our teams.

2. Communication Channels

We recommend using the following channels for communication:

- Email: [Your Email Address]
- Phone: [Your Phone Number]
- Project Management Tool: [Tool Name]

3. Response Times

We expect responses to all communications within [insert response time, e.g., 24 hours]. If you are unable to respond within this timeframe, please inform us.

4. Meeting Schedule

Regular meetings will be scheduled on a [weekly/bi-weekly] basis to discuss project progress and any issues. Please ensure your POC is available for these meetings.

5. Reporting Issues

If you encounter any issues or delays, please notify us immediately so we can address them promptly.

Thank you for your attention to these guidelines. We look forward to a productive collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]