

# Order Confirmation

**Date:** [Insert Date]

**To:** [Subcontractor Name]  
[Subcontractor Address]  
[City, State, Zip Code]

**From:** [Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

## Subject: Subcontractor Order Confirmation

Dear [Subcontractor Name],

We are pleased to confirm the order for your services as discussed. Below is the detailed scope of work that we expect you to perform:

### Scope of Work

- Task 1: [Description of Task 1]
- Task 2: [Description of Task 2]
- Task 3: [Description of Task 3]
- Task 4: [Description of Task 4]

### Project Timeline

Start Date: [Insert Start Date]

Completion Date: [Insert Completion Date]

### Payment Terms

Total Contract Amount: [Insert Amount]

Payment Schedule: [Insert Payment Schedule]

Please review the above details and confirm your acceptance by signing below.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company Name]

## **Acceptance**

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_