

Subcontractor Communication and Reporting Standards

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Communication and Reporting Standards

Dear [Subcontractor Name],

As part of our agreement, we would like to outline the communication and reporting standards that are to be followed throughout the duration of our project. This will ensure clarity and consistency in our collaboration.

Communication Standards

- Weekly check-in meetings every [Day/Time].
- Prompt responses to emails within [24-48] hours.
- Use of [Project Management Tool] for task assignments and updates.

Reporting Standards

- Monthly progress reports due by the [Last Day of the Month].
- Incident reports to be submitted within [24] hours of occurrence.
- Financial reports to be submitted quarterly.

We appreciate your cooperation in adhering to these standards to facilitate a smooth workflow. If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]