

Subcontractor Communication Guidelines

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Communication Guidelines for [Project Name]

Dear [Subcontractor Name],

As we move forward with the [Project Name], we would like to outline our communication guidelines to ensure effective collaboration.

1. Points of Contact

Please designate a primary point of contact on your team: [Contact Name, Title, Email, Phone Number].

2. Regular Updates

Weekly status updates are required every [Day of the Week] by [Time].

3. Response Time

All emails should be responded to within [X] business days.

4. Meetings

Regular meetings will be held on [Day & Time] via [Platform/Location]. Please confirm your availability.

5. Issue Resolution

In case of any issues, please follow our escalation policy by notifying [Escalation Contact] at [Contact Email/Phone Number].

We look forward to a successful partnership and appreciate your adherence to these guidelines.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]