

Subcontractor Interaction Procedures

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Subcontractor Interaction Procedures

Dear [Subcontractor Name],

We are writing to outline our interaction procedures regarding the subcontracted work being carried out by your company. These procedures intend to ensure clear communication and effective collaboration throughout the duration of our project.

1. Communication Protocol

Communication between our teams will be conducted through the primary point of contact:

- [Your Contact Name, Position, Email, Phone]

2. Meeting Schedule

Regular meeting will be held every [weekly/bi-weekly] on [day] at [time]. Minutes will be shared post-meeting.

3. Reporting Issues

Should any issues arise, please report them immediately via email to [your contact email]. We aim to resolve issues within [time frame].

4. Performance Evaluations

Performance will be evaluated on a [monthly/quarterly] basis, and feedback will be provided accordingly.

We appreciate your cooperation and commitment to maintaining high standards of quality and safety on the project.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]