

Subcontractor Communication Guidelines

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Communication Guidelines for Subcontracting Projects

Dear [Subcontractor Name],

We are excited to collaborate with you on our upcoming project. To ensure smooth communication and project execution, please adhere to the following guidelines:

1. Points of Contact

Designate main points of contact from both parties:

- Primary Contact: [Name, Phone, Email]
- Alternate Contact: [Name, Phone, Email]

2. Communication Channels

Utilize the following communication channels:

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

3. Response Time

Please acknowledge receipt of communications within 24 hours and provide substantive responses within 48 hours.

4. Reporting and Updates

Regular project updates are to be submitted weekly via the agreed project management tool.

5. Issue Resolution

For any issues that arise, please escalate to [Your Company Contact] immediately for prompt resolution.

6. Confidentiality

All project-related communications are confidential and should not be shared outside authorized personnel.

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]