

Contractor Audit Preparation Guidelines

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Guidelines for Upcoming Contractor Audit

Dear [Contractor's Name],

As part of our commitment to maintaining compliance and transparency, we will be conducting an audit of your services and records. The following guidelines will assist you in preparing for this audit:

Documentation Required:

- Copies of contracts and agreements.
- Invoices and payment records.
- Project schedules and timelines.
- Employee time sheets and payroll records.
- Compliance certificates and safety records.
- Any correspondence related to the contract.

Audit Schedule:

The audit will take place on [Insert Date]. Please ensure that all required documents are prepared and available for review by this date.

Points of Contact:

Your designated point of contact during the audit will be [Insert Contact Name, Title, and Contact Information]. Please feel free to reach out with any questions or concerns.

Thank you for your cooperation in this matter. We appreciate your attention to these guidelines as we work together to ensure a successful audit process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]