

### NOTICE OF CONTRACT TO PROVIDE LABOR AND MATERIALS

This notice is given pursuant to Virginia Code Sections 43-4.01 and 43-11

Date: \_\_\_\_\_

From: **CLIENT**  
Name: \_\_\_\_\_

To: **MECHANIC'S LIEN AGENT**  
By: Certified Mail # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contractor License/Certificate No. \_\_\_\_\_  
Date of Issuance of License/Certificate \_\_\_\_\_  
Date of Expiration \_\_\_\_\_

Building Permit #: \_\_\_\_\_  
Date of Permit: \_\_\_\_\_  
County/City of Permit: \_\_\_\_\_

To: **OWNER**  
By: Certified Mail # \_\_\_\_\_

To: **GENERAL CONTRACTOR**  
By: Certified Mail # \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Description of the Property as shown on Building Permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy of Building Permit Attached: \_\_\_ Yes \_\_\_ No

CLIENT is pleased to announce that they have been awarded a subcontract from CUSTOMER to supply \_\_\_\_\_ (type of) labor or materials to the \_\_\_\_\_ project at located in \_\_\_\_\_, Virginia. We are pleased that you have confidence in us to perform this contract. Please do not hesitate to contact us if you have any questions or problems with the labor or materials supplied.

It is important that you understand that we do not take this action as a result of any concern about the fiscal stability of any party involved in this project. We have every expectation that CUSTOMER will fully perform its contract with us. Our contract is in the amount of approximately \$ \_\_\_\_\_, however, and you should be aware that our company has a probable potential claim in this dollar amount. You may be held responsible and legally liable for this account if you do not see that further payments are forwarded to CLIENT. CLIENT seeks payment for labor performed to material furnished.

\_\_\_\_\_  
Signature of CONTRACTOR OR SUPPLIER sending Notice