



kettconstructionandfabrication.com  
 Dawson Purkett  
 406-224-1452  
 dawsonpurkett@kettconstruction  
 andfabrication.com

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

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

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

City, ST Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

RE: Completion of Work pursuant to that certain Construction Services Agreement (the "Agreement"), dated \_\_\_\_\_ 20\_\_, by and between KETT Construction and Fabrication LLC ("Subcontractor") and \_\_\_\_\_ ("Contractor") for the Project located at \_\_\_\_\_.

Dear \_\_\_\_\_:

I am writing to notify you, the Contractor, that KETT Construction and Fabrication LLC completed its Work per the standards and specifications as set forth in Schedule 1 – Scope of Work to the Agreement referenced above on \_\_\_\_\_ 20\_\_.

By signing below, you acknowledge and agree that:

- the Work is complete and satisfactory;
- Subcontractor shall not be responsible for repairing any damage to the Work caused by Contractor, Owner, other subcontractors on the Project, or any other persons;
- Any additional work on the Project that you wish Subcontractor to complete shall be agreed upon in writing, attached to the Agreement as a Change Order, and billed at the hourly rate set forth in the Agreement for Extra Work; and
- Subcontractor is entitled to payment for the Work as set forth in the Agreement.

Please sign and return the acknowledgment below to me at your earliest convenience. Thank you again for your business.

Sincerely,

\_\_\_\_\_  
 Dawson Purkett, Owner



kettconstructionandfabrication.com  
Dawson Purkett  
406-224-1452  
dawsonpurkett@kettconstruction  
andfabrication.com

**ACKNOWLEDGED AND AGREED TO BY:**

**CONTRACTOR**

\_\_\_\_\_  
[ ]

\_\_\_\_\_  
**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

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