

CONSTRUCTION STOP WORK ORDER TEMPLATE

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TO THE ATTENTION OF

NAME	
ADDRESS	

REGARDING

PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER		PROJECT NUMBER	
REQUESTING PARTY		DATE OF REQUEST	

TAKE NOTICE THAT

Pursuant to the Contract dated _____, 20____, you are hereby directed to suspend work as indicated below:

	ALL OPERATIONS ON THE PROJECT ABOVE ARE TO BE SUSPENDED EFFECTIVE _____, 20____, AND SHALL REMAIN UNDER SUSPENSION UNTIL FURTHER DIRECTED.
OR	
	THE FOLLOWING PORTIONS OF THE PROJECT ABOVE ARE TO BE SUSPENDED EFFECTIVE ON THE DATES LISTED BELOW AND SHALL REMAIN UNDER SUSPENSION UNTIL FURTHER DIRECTED.
WORK AFFECTED	DATE OF SUSPENSION

STOP WORK ORDER ISSUED FOR THE FOLLOWING REASONS	
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STOP WORK ORDER ISSUED BY

NAME		TITLE	
SIGNATURE		DATE	

STOP WORK ORDER ACKNOWLEDGED BY

NAME		TITLE	
SIGNATURE		DATE	

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