**CONSTRUCTION STOP WORK ORDER**

**TO THE ATTENTION OF**

|  |  |
| --- | --- |
| **Name** | [Name] |
| **Address** | [Address] |

**REGARDING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | [Project Name] | | |
| **Location Of Work** | [Location Of Work] | | |
| **Project Manager** | [Project Manager] | **Project Number** | [Project Number] |
| **Requesting Party** | [Requesting Party] | **Date Of Request** | [Date] |

**TAKE NOTICE THAT**

Pursuant to the Contract dated [Date], you are hereby directed to suspend work as indicated below:

|  |  |
| --- | --- |
|  | All operations on the project above are to be suspended effective [Date], 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 BY**

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| **Signature** |  | **Date** |
| [Name] | | |
| **Name** | | |
| [Title] | | |
| **Title** | | |

**STOP WORK ORDER ACKNOWLEDGED BY**

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| **Signature** |  | **Date** |
| [Name] | | |
| **Name** | | |
| [Title] | | |
| **Title** | | |