# NOTICE OF NONCONFORMANCE NUMBER: XXX

**ATTENTION:** Name of Contractor the Project

Attn: Contractor’s Quality Assurance Manager (QAM)

QAM e-mail address

**PROJECT NAME: Project Number and Name**

Client Name

**SUBJECT: Basic description of nonconforming Work**

**Date Issued:** Month, Date, Year

**Issued By:** A/E Project Manager, A/E Firm

**You are hereby notified that field observation has indicated that the following portion of the work does not confirm to requirements of the contract documents.** *(See GC 5.16 and other relevant sources)*

**Item of Nonconformance:**

Provide written description of the issue and the information needed.

Spec/Dwg. Reference/Attachments: List any references to project specifications or drawings as necessary for A/E to quickly and completely provide the needed information. Attach relevant specs, drawings, photos, etc.

***Note:*** *The Contractor shall submit a response to this Notice of Non-conformance within seven (7) days of its issue, stating the proposed course of action, and a defined schedule for implementation of the corrective measures.*

**Contractors Proposed Corrective Action:**

Contractor to provide a recommendation on how to best resolve the issue.

Corrective action to be completed by: Date:

 Date:

Quality Assurance Manager (QAM)

 Date:

Contractor/Contractor’s company name