CERTIFIED MAIL, RETURN RECEIPT REQUESTED

**NOTICE OF DELIVERY**

Of Materials, Supplies, or Equipment

On Public Works Construction Contract

PROJECT TITLE AND CONTRACT#:

|  |  |
| --- | --- |
| **TO: Prime Contractor:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We, the undersigned provider, are pleased to advise you that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we commenced to deliver and/or furnish materials, supplies, and/or equipment for use in the construction, carrying on, prosecution or doing of work on the subject project. These materials were delivered at the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of company requesting the delivery of said materials).

Although we do not anticipate any problems in connection with this project, you are hereby advised that should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of company requesting the delivery of said materials) default on payment for such materials, we may file a claim of lien against the contract bond and retainage bond or retained funds held by the Seattle Housing Authority on the subject project as a trust fund for the protection and payment of the undersigned, pursuant to RCW 60.28.011.

This notice is not intended to reflect on the character or credit standing of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of company requesting the delivery of said materials), but is required by Washington State Law, RCW 39.08 and 60.28 in order to preserve our lien rights.

**Name and Address of Provider of Said Materials, Supplies, or Equipment:**

**By: Signature and Title: Date:**

cc: Name and Address of Company requesting the delivery of materials, supplies, or equipment:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Diana Peterson, Seattle Housing Authority, 101 Elliott Ave W, Suite 100

 P.O. Box 79015

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