

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 \_\_\_\_\_ (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.

<b>Name and Address of Provider of Said Materials, Supplies, or Equipment:</b>	
_____	
_____	
<b>By: Signature and Title:</b>	<b>Date:</b>

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

\_\_\_\_\_

Jena Richmond, Seattle Housing Authority, 190 Queen Anne Ave N  
P.O. Box 19028  
Seattle, WA 98109-1028