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| **Project:** |       | **Field Memo #:** |       |
| **Project No:** |       | **Date Prepared:** | YYYY MM DD |
| **Client:** |       | **File:** |       |

|  |  |
| --- | --- |
| **Contractor:** |       |
| **Prepared By:** |       |
| **Section of Project:** |       |
| **Date of Review(s):** | YYYY MM DD **Time(s):**  |
| **Weather:** |       |
| **Building Permit No:** |       |
| **Distribution:** |       |

Field Memos are issued to clarify the intent of the Contract Documents, and to record field observations and conversations. The Field Memo is subject to the provisions of the Contract Documents and will not affect the Contract.

**Comments**