

Missouri Department of Transportation

Fax:
1.888.ASK MODOT (275.6636)

Subject: Permit No.
Job No.
Route _____, County _____

In my letter dated, _____, I advised that a final inspection had been made on the utility adjustment work located at _____, and requested that your final invoice be submitted to this office within 60 days of completion of the work as required in the actual cost agreement. To date, we have not received the final invoice. This letter is a reminder that the final invoice must be received in this office by _____.

If the final invoice is not received by this date, we will submit the adjustment documentation for audit without the final invoice and close our file.

If you are unable to submit the final invoice within the required time or have any questions concerning the submittal of the invoice, please feel free to contact me.

Sincerely,

Resident Engineer

Copies: District Utility Engineer
eProjects

Sent Electronically
Responsible Person:
Date:



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org