

Advance Notification Card

Project Name: _____

Bid Number: _____
(Choose One)

Date of Card : _____

Activity Date: _____

Contractor: _____

Contract Day: _____ of _____

Completed By: _____

Bid Item #	Activity	Location	Mix Design / Source	Inspection/Testing Information					
				Inspection (Y or N)	Testing (Y or N)	Type	Quantity	Required Frequency	Time

Unexpected Activity Notification (Give Verbal Notification Immediately)

Planned Preactivity Meetings (Attach Agenda)

Bid Item	Description of Activity	Meeting Location	Date / Time