



# ABC Construction

## CONSTRUCTION MEMORANDUM

1525 Cottage Grove Avenue  
Benicia, CA 94510  
800.820.5656  
actforms@sbcglobal.net  
CA License No. 999999  
(B) General Building

Memo To: John Q. Project Manager	Memo From: Joe Contractor
Project Name: Peterson Residence	Copy(s) To: Mr. Peterson
Subject: see below	

Date:

John, as per our phone conversation today, the p  
to match finish coat to facilitate coverage. Install w  
allow air circulation and to help prevent peeling in this



**THIS IS FORM MEM  
CONSTRUCTION MEMORANDUM**

**THIS IS ONE OF THE FORMS  
INCLUDED IN THE FULL VERSION OF  
ACT CONTRACTORS FORMS ON DISK  
FOR CALIFORNIA  
GENERAL CONTRACTORS  
SOFTWARE**

**1.800.820.5656**

Please Reply by: 8-12-08

Writer: \_\_\_\_\_

No reply necessary.

Recipient: \_\_\_\_\_