



## MEMORANDUM

Missouri Department of Transportation  
Construction and Materials  
Kansas City District

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**TO:**

**CC:**

**FROM:**

**DATE:**

**SUBJECT:** Memo Explaining Calendar Days  
Contract ID:  
Job No.:  
Route:  
County:

The purpose of this memo is to document Calendar Day milestones on the job that were not entered.

Notice To Proceed:

Work Begin Date:

Substantial Work Complete Date:

Original/Adjusted Completion Date:

Contract Calendar Days:

Actual Used Calendar Days:

Was the Actual Used Calendar Days less than the Contract Calendar Days?

Yes

No

If not, explain why.