

# Model Document: Progress Report

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## Hobard Construction Company

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August 17, 20--

Walter M. Wazuski  
County Administrator  
109 Grand Avenue  
Manchester, NH 03103

Dear Mr. Wazuski:

The renovation of the County Courthouse is progressing on schedule and within budget. Although the cost of certain materials is higher than our original bid indicated, we expect to complete the project without exceeding the estimated costs because the speed with which the project is being completed will reduce overall labor expenses.

### *Costs*

Materials used to date have cost \$78,600, and labor costs have been \$193,000 (including some subcontracted plumbing). Our estimate for the remainder of the materials is \$59,000; remaining labor costs should not exceed \$64,000.

### *Work Completed*

As of August 15, we had finished the installation of the circuit-breaker panels and meters, of level-one service outlets, and of all subfloor wiring. The upgrading of the courtroom, the upgrading of the records-storage room, and the replacement of the air-conditioning units are in the preliminary stages.

### *Work Schedule*

We have scheduled the upgrading of the courtroom to take place from August 25 to October 5, the upgrading of the record-storage room from October 6 to November 12, and the replacement of the air-conditioning units from November 15 to December 17. We see no difficulty in having the job finished by the scheduled date of December 23.

Sincerely yours,

*Tran Nuguélen*

Tran Nuguélen  
ntran@hobardcc.com



Introduction summarizes project status.

Subheads signal the focus of each paragraph.

Emphasis is on meeting specified costs and schedules.

Includes an updated work schedule.