**To The Executive Director,**

**Uganda Industrial Research Institute,**

**P.O Box**

**Kampala - Uganda.**

Dear Sir / Madam,

Ref: Progress Status for the Maziba Project (Wine Processing Facility)

**Contract data**

Client: UIRI

Consultant: Civil Work (TDC)

Contractor: Perfect Targets Services Limited

Commencement date: February, 2014

Completion date: October, 2014

Contract Sum: UShs.

Time Elapse:

The above project was contracted to Perfect Targets Services Limited

The substructure works and superstructure works are completed up to wall plate level and the contractor has already started fabricating the roof trusses.

The qualities of completed works are good as per the specifications.

**Financial Report:**

The following stages of works are completed but not paid for and these include substructure works and superstructure walling. This is greatly affecting the progress of works on site.

The payment of above certificates will boost contractor’s progress.

The following are 5 important aspects:

The completed works and the current status of the project

The quality of works and workmanship

The qualities of materials delivered on site are as per the specifications

The delay of payment to the contractor which is affects the contractor’s cash flow

The weather conditions

Yours Sincerely,

Eraku Michael Lalia

(Clerk of Works)