

Close-out Notice

Confidential

Client	Project Contract / File Number
Project	Date
Description	

Reason for Close-out

Close-out by	Date
Business Development Manager (Name)	
Project Manager (Name) (Signature)

Remarks

Distribution	Company
Senior VP Operations	Management
Senior VP Hydrocarbons	Estimating/Cost
General Counsel	Administration
Accounting	Contracts
Finance	Engineering
VP Petroleum & Gas	Construction
VP Polymers/Chemicals	Computer Services
VP & GM Company E&C Europe	Procurement
Contracts - Europe	