

YOUR COMPANY LETTERHEAD

Date ???, 2018

Mike McCauley
Financial Secretary/Treasurer
Sheet Metal Workers' Local #10
1681 E. Cope Ave. Suite A
Maplewood, MN 55109

RE: Work Assignment Letter

Project: **Project Name with MR number**
Actual Project Address

Dear Sir:

Please be advised our company has been awarded the heating, ventilation and air conditioning (HVAC) installation, and or the Architectural Sheet Metal and all fabrication to the above-mentioned project from **XYZ General Contracting Company**. In conjunction with this award, our firm has assigned all work to be performed to the members of the International Association of Sheet Metal, Air, Rail and Transportation Workers, Local #10, as defined by the terms and conditions of all Local Union #10's Collective Bargaining Agreements.

- 1) All drafting and detailing of blue prints for HVAC mechanical system
- 2) All fabrication of ductwork in shop and job site
- 3) All handling and installation of ductwork
- 4) All fabrication of specialty stainless and associated kitchen work
- 5) All handling and installation of stainless and associated kitchen work
- 6) All handling and installation of mechanical equipment and VAV boxes
- 7) All handling and installation of roof curbs, roof top air handlers, fans
- 8) All handling and installation of air outlets, diffusers, grills and louvers
- 9) All dust collector equipment and installation of associated duct work.
- 10) All testing and balancing of air flow in ductwork
- 11) All insulated duct wrapping and sheet metal lagging
- 12) All cleanup in connection with work performed on this project

It is my belief the level of expertise provided by the International Association of Sheet Metal, Air, Rail and Transportation Workers, along with the talent, training and area practices of the members of Local Union #10 helps keep our company competitive in this construction market.

Sincerely,

Your Name & Title
Company Name