

**PRELIMINARY NOTICE
PUBLIC WORKS OF IMPROVEMENT**
Civ. Code §§9300 *et seq.*

TO:

Name and address of public entity:

Name and address of the direct contractor:

Name and address of disbursing officer (*only for public works constructed by the California Department of Public Works or California Department of General Services*):

PLEASE TAKE NOTICE THAT CLAIMANT whose name, address and relationship to the persons to whom this notice is being given is:

Has furnished or will furnish work of the following general description:

At the following site, including the street address of the site, if any:

The name of the person or entity to who contracted for the work furnished or to be furnished by Claimant is:

An estimate of the total price of the work furnished or to be furnished by Claimant is:

Proof of Notice Declaration

I, [name], declare that this Preliminary Notice was served on the persons at the addresses set forth above on the date and at the place set forth below by:

- REGISTERED, CERTIFIED OR EXPRESS MAIL: by placing the document in a sealed envelope with postage fully prepaid and depositing it in the United States mail by registered, certified or express mail.
- OVERNIGHT DELIVERY: by causing the document to be picked up by an overnight delivery service company for delivery.
- PERSONAL DELIVERY: by causing the notice to be personal delivered to each of the addressees on the date below.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this [day] of [month, year] at [city, state].

[Name]