

UNIVERSITY of HOUSTON



Notice of Contract Cancellation

Customer Name: _____
TMAC Engineer: _____
Description of Services: _____

Contract Amount: _____
Contract Start Date: _____
Contract End Date: _____

IN ORDER FOR THIS NOTICE TO BE EFFECTIVE, IT MUST BE DELIVERED IN PERSON OR BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, TO THE FOLLOWING ADDRESS:

University of Houston
Texas Manufacturing Assistance Center
815 TMAC Building
Houston, TX 77204-6023

To be completed by the Customer:

In accordance with the terms of the above-referenced contract with the University of Houston, TMAC Gulf Coast, I hereby give notification to terminate said contract. I understand that termination will be effective 30 days from the date of receipt of this notification by the University of Houston. As the duly authorized representative for the above mentioned firm, I acknowledge responsibility only for services rendered by UH TMAC Gulf Coast prior to the effective termination date of the contract, as amended by this notification (30 days from receipt by UH TMAC).

Signature of Customer's Authorized Representative

Date

Printed Name

Title

To be completed UH/TMAC Engineer:

Signed Notification received on _____ Date

Received by: _____ TMAC Engineer

No Services were rendered under this contract. A full refund of all fees paid in advance is due to the Customer.

No services were rendered under this contract, and no funds were received in advance from the Customer.

Services were rendered of _____ hours @ \$_____ per hour. A refund is due to the Customer from funds received in advance of the contract.

Services were rendered of _____ hours @ \$_____ per hour. Customer should be billed for amounts due TMAC in excess of any advance fees paid.

Cancellation Acknowledged by: _____ Date
Ann Pham, Director, TMAC

Please submit a copy with all required signatures to the Business Office for processing/records retention.

Note: Modification of this Form requires approval of OGC