

**To: Subcontractors**

**From: Cable & Kilpatrick Development, Inc**

**Date:**

**Re: Safety Meetings**

Please fax us a copy of your safety meetings for (Project Name). Please supply copies every two weeks until you have completed your work. Attached is a Daily Jobsite Inspection Form. Please use this to keep our work site safe. If you have any problems correcting hazardous conditions, please call us immediately.

Thank You,  
Andrea Smith  
[asmith@oatesinvestments.com](mailto:asmith@oatesinvestments.com)

