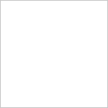
{{#if date}}{{date}} {{time}}{{/if}}[](#logo)

{{agency.name}}  
 **{{title}}**

{{#if agency.formattedAddress}}{{agency.formattedAddress}}{{/if}}  
  
{{#if agency.phone}}Telephone: {{agency.phone}}{{/if}}

|  |  |
| --- | --- |
| **Project** | {{project.projectNumber}} |
|  | {{project.projectName}} |
| {{#if project.address.streetNumber}} |  |
| **Project Address** | {{project.address.streetNumber}} {{project.address.direction}} {{project.address.streetName}} {{project.address.streetType}} {{#if project.address.city}}{{project.address.city}}, {{project.address.state}} {{project.address.zipCode}}{{/if}} {{#if project.address.country}}{{project.address.country}}{{/if}} |
| {{/if}}  {{#if project.site}} |  |
| **Project Site** | {{#if project.site.name}}  Site Name: {{project.site.name}}  {{/if}}  {{#if project.site.parcel}}  Parcel: {{project.site.parcel}}  {{/if}}  {{#if project.site.lotNumber}}  Lot Number: {{project.site.lotNumber}}  {{/if}}  {{#if project.site.tractNumber}}  Tract Number: {{project.site.tractNumber}}  {{/if}} |
| {{/if}}  {{#if project.dates}} |  |
| **Start Date/Due Date** | {{#if project.dates.startDate}}  Start Date: {{project.dates.startDate}}  {{/if}}  {{#if project.dates.dueDate}}  End Date: {{project.dates.dueDate}}  {{/if}} |
| {{/if}} {{#if project.contact.name}} |  |
| **Project Contact** | {{project.contact.name}} {{project.contact.email}} {{project.contact.phone}} |
| {{/if}} {{#if documents}} |  |
| **Files and Attachments** | {{#each documents}} {{filename}} {{submittal}} {{/each}} |
| {{/if}} |  |