State of Vermont xxx

Agency of Transportation Page 1

Special Provisions for: xxx

**Things to Remember:**

* **Always use a .docx file.**
* **Always TAB over, never space or the formatting will be different for different sections.**
* **Never break sentences or paragraphs between pages.**
* **The font type should be Courier New.**
* **The font size should be 10. In some cases, often in Utility Contacts, the size will need to be 8 or 9 to format correctly.**
* **The margins should be set at 0” and 6.5”.**
* **Always check links to make sure they are up to date.**
* **Titles should be underlined and in all caps.**
* **Make sure all Special Provision 900 Items that are shown in the Plans are in the Special Provisions.**
* **Remember to DOUBLE CHECK and SPELL CHECK!**
* **A general rule of thumb to follow when writing a new special provision 900 item is to have the following sections included if applicable. Please note that other sections may be added as warranted.**
	+ **Description**
	+ **Design Requirements**
	+ **Materials**
	+ **Submittals**
	+ **Equipment**
	+ **Construction/Installation Requirements**
	+ **Method of Measurement**
	+ **Basis of Payment**

**1. TITLE. xxx**

1. **xxx**
2. **xxx**
3. **xxx**
4. **xxx**
5. **xxx**
6. **xxx**