

Project:

[Name of Using Agency]

Sheet 1 of 1

Contract No.:

Contract Change Order No.:

Date:

To: \_\_\_\_\_, Contractor. You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

Description of work to be done, quantities and prices to be paid. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. Change requested by Resident Engineer.

<b>Contract Summation:</b>		<b>Cost:</b>
Original Contract:	Change Order Totals:	New Contract Cost: Total

By reason of this order the time of completion will be adjusted as follows:

Submitted by: \_\_\_\_\_ Resident Engineer Date: \_\_\_\_\_

Approval recommended: \_\_\_\_\_ Construction Engineer Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ [Chief or Director of Using Agency] Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ District Engineer Date: \_\_\_\_\_

We, the undersigned Contractor, have given careful consideration to the change proposed and all of its impacts, both direct and indirect, and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices and time extensions shown above.

Acceptance Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

If the Contractor does not sign acceptance of this order, his attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

\_\_\_\_\_  
Chairman of the Board

Cc: Contractor  
Contract Desk  
Resident Engineer

Auditor's Office  
Board of Directors  
Project Engineer