

Project Number: \_\_\_\_\_ Contract Date: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Institution/Agency/Department: \_\_\_\_\_  
Location: \_\_\_\_\_

Original Contract Sum.....\$ \_\_\_\_\_  
Net Change by Previous Change Orders.....\$ \_\_\_\_\_  
Contract Sum Prior to this Change Order.....\$ \_\_\_\_\_  
Contract Sum Increase/Decrease/Unchanged  
by this Change Order.....\$ \_\_\_\_\_  
New Contract Sum including this Change Order.....\$ \_\_\_\_\_

Original Notice to Proceed Start Date ..... \_\_\_\_\_  
Original Contract Time ..... \_\_\_\_\_ Calendar Days  
Net Change by Previous Change Orders ..... \_\_\_\_\_ Calendar Days  
Contract Time Prior to this Change Order ..... \_\_\_\_\_ Calendar Days  
Contract Time Increase/Decrease/Unchanged  
by this Change Order ..... \_\_\_\_\_ Calendar Days  
New Contract Time including this Change Order ..... \_\_\_\_\_ Calendar Days  
New Completion Date ..... \_\_\_\_\_

(ALL SIGNATURES MUST BE ORIGINAL)

**Professional:** \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Contractor:** \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_

(A copy of the Change Order will be given to the Institution/Agency.)

CHANGE ORDER NO. \_\_\_\_\_  
PROJECT NO. \_\_\_\_\_

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All of the provisions of the Original Contract not specifically changed by this Change Order remain the same. The Contractor is directed to make the following changes in this Contract:

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The justification for this Change Order is as follows:

**AS REQUESTED BY:**

✓	.....	✓
	the Using Agency / Owner	
	the Contractor	the Professional