

Change Order Transmittal



To: _____ Date: _____
Contract Number: _____
Change Order Number: _____

The contract has been revised as follows:

COP #	Amount

Original contract sum

Sum of changes by previously authorized change orders

Contract sum prior to this change order

Contract value will be changed by this change order in the amount of

New contract sum including this change order

Contract duration will be changed by

Date of substantial completion as of this change order

BY: _____ CC: Capital Projects Accounting