

## Change Order Proposal

**Project Name:** \_\_\_\_\_

**Proposal #:** \_\_\_\_\_

**Title of Change:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please furnish your proposal for executing the following change(s) including all associated costs and time for this revision:

Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

**Optional**

**FIELD ORDER**

When signed, this is a field order to execute the above change to avoid undue delay or stoppage of work (when final costs are available complete the remainder of the Change Order Proposal prior to invoicing):

THE COST OF THE CHANGE SHALL NOT EXCEED \$ \_\_\_\_\_ WITHOUT PROPER AUTHORIZATION FROM THE UW.

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

University of Washington: \_\_\_\_\_

Date: \_\_\_\_\_

**TO: UW - Capital Planning & Development**

**PROPOSAL**

We propose to perform all changes described in the above request for a total ADDITION/DEDUCTION to the contract sum of:

\_\_\_\_\_ \$ \_\_\_\_\_

The foregoing amount covers all costs associated with this change order. All other provisions of the contract remain in full force and effect. We understand that no invoices incorporating the amount of this change will be honored prior to the performance of the work specified and return of the fully executed Change Order. If a time extension is required, critical path justification must be provided otherwise the extension will not be allowed. An addition of \_\_\_\_\_ days (calendar) is requested.

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:**

**ARCHITECT/ENGINEER RECOMMENDATION**

We have carefully examined this proposal Change Order and find it to be in order and the cost to be reasonable. We recommend it's acceptance.

Architect/Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorization**

**CHANGE ORDER**

The University of Washington hereby accepts the foregoing proposal and authorized the performance and invoicing for the changes specified. This instrument constitutes a change order to the contract only when authorizing signature is affixed.

C.O. Number: \_\_\_\_\_

Recommended by: Owner's Rep: \_\_\_\_\_ Date: \_\_\_\_\_ Proj. Mgr: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: Owner's Rep: \_\_\_\_\_ Date: \_\_\_\_\_