



Team Change Memorandum

Team Change No. _____

Subject: _____

Project No. _____

Team Change Memo No. _____

Description: _____

Dear

This letter is to inform you of _____ intent to make a change in the work within the MACC.

Reason for the change:

The cost of this change in the work is \$_____, and will not impact the contract sum or completion date. Funds for this TCM will will not be taken from the contractor contingency.

Requested By:

Approved By:

Project Manager

Construction Manager

Date: _____

Date: _____

- cc: Superintendent
- UW Project Manager
- Architect