



Contract Number	Contract Title	Federal Aid Number
Change Order Number	Change Order Title	Date
Project Engineer		Design-Builder

Change Proposed by Contractor / Design Builder

Ordered by Engineer under the terms of the Contract

Change proposed by Design - Builder

All work, materials and measurements to be in accordance with the provisions of the Contract for the type of construction involved unless stated otherwise in this document.

Change Description:

Est. Net Change This C.O. \$ _____

APPROVALS:

Design-Builder:	Date
Engineer of Record:	Date
Other Approvals:	Date
Project Engineer's Signature for Execution:	Date

Distribution: Copy of Change Order Page & Memorandum Page w/Backup - Project Engineer
 Copy of ONLY Change Order Page - Design-Builder
 Copy of Change Order Page & Memorandum Page w/o Backup - Region Construction Office
 Original of Change Order Page & Memorandum Page w/Checklist and Approval Documentation - State Construction Office

Contract Number	Contract Title	Change Order Number
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Brief Description of Problem / Reason for Entitlement

Justification of Cost

Calculated By				Date		Checked By				Date	
Inspector's Signature				Date		Work Started				Work Completed	
Item No.	Item	Group	Date	Unit	Quantity	RAM/QPL	Ledger No.	Post	Ckd	Est. No.	