

Change Order - Minor Change

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			Date		Work Started			Work Completed		
Item No.	Item	Group	Date	Unit	Quantity	RAM/QPL	Ledger no.	Post	Ckd	Est. No.

Distribution: Copy of Change Order Page & Memorandum Page w/Backup - Project Engineer
 Copy of ONLY Change Order Page - Prime Contractor / 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