



Contract Number	Contract Title	Change Order Number
Basis of Cost & Justification:		
Contract Time:		
Prior Approvals:		
List Attachments:		

Distribution By:

**Project Office**

Copy of Change Records & Change Order w/Backup - Project Engineer

Copy of ONLY Change Order - Prime Contractor / Design-Builder

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DOT Form 422-002

**Region**

Revised 10/2017

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