|  |  |  |
| --- | --- | --- |
|  | CHANGE DIRECTIVE NUMBER: | Click here to enter text. |
|  | DATE: | Click here to enter a date. |
|  |  |  |
| PROJECT NAME: Click here to enter text. | UR PROJECT NO.: | Click here to enter text. |
| CONSULTANT’S PROJECT NO.: | Click here to enter text. |
| Location: Click here to enter text. |  |  |
|  |  |  |
| FROM: |  |  |
| Contractor: Click here to enter text. | CONTRACT FOR:  | Click here to enter text. |
|  |  |  |
| Address: |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
| Click here to enter text. |  |  |
|  |  |  |
| You are hereby directed to make the following change(s) in this Contract. |
| (Description of proposed changes and/or list of attached information) |
| Click here to enter text. |
|  |
| Proposed Adjustments: |  |
| 1. The proposed basis of adjustment to the Contract sum is:
 |
|  [ ]  Cost of labor & material, not to exceed $Click here to enter text. |
|

|  |
| --- |
|  [ ]  Unit Price of $Click here to enter text. per Click here to enter text. |

 |
|  [ ]  As further described below |  |
| Click here to enter text. |  |
|  |
| 1. The Contract Time is:
 |  |  |
|  [ ]  Proposed to remain unchanged. |  |  |
|  [ ]  Proposed to add/deduct Click here to enter text. days to Contract Time |
|  |  |  |
| When signed by the Owner and Consultant and received by the contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive, and the contractor shall proceed with the change(s) described above. |
| **Owner Signature:** |  | **Consultant Signature:** |  |
| **Print Name:** | Click here to enter text. | **Print Name:** | Click here to enter text. |
| **Date:** | Click here to enter a date. | **Date:** | Click here to enter a date. |
|  |  |  |
| Contractor signature indicates agreement with the proposed adjustments in Contract Sum and contract Time as set forth in this Directive. |
| **Contractor Signature:** |  |  |
| **Print Name:** |  | **Date:** Click here to enter a date. |
|  |  |  |
| **NOTE**: Change directives to be converted to Change Orders subject to the general conditions contractual requirements. The Contractor shall provide accurate cost and pricing data as outline in Article 7 of the General Conditions within three (3) days or as otherwise directed by the University Project Manager. |