WORK ORDER

<u>Click to select date</u>
Date

<u>Contractor's Name (Example: Joe Smith)</u>

<u>Company Name (Example: ACME Contractors, LLC)</u>

<u>Street Address (Example: 123 Main Street, Suite 25)</u>

<u>City, State, Zip Code (Example: Anytown, Indiana 41234)</u>

RE: Contract: , Change Order No.:

Dear   :

is directed to perform all work as described below:

- **Scope of Work -**

- **Affected Existing Pay Items -**

- **New Pay Items -**

- **Total Monetary Adjustment - $**

- **Total Contract Time Adjustment -**

<u>Click to select date</u>
- **Date Work Expected to Begin –**

Change Order No.   will be forthcoming to modify Contract   in accordance with the above.

If you have any questions regarding this Work Order, please do not hesitate to contact me.

Sincerely,

Cc: Area Engineer
       Project Manager
       Contract File