**EXTRA WORK ORDER**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **LOCATION OF WORK** |  |
| **CONTRACT NO.** |  | **CHANGE ORDER NO.** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |
| **PROJECT MANAGER** |  | **CONTRACTOR** |  |
| **OWNER** |  | **ENGINEER** |  |

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| **CONTRACTOR IS DIRECTED TO COMPLETE THE FOLLOWING EXTRA WORK CHANGES IN CONTRACT DOCUMENTS** |
| **SCOPE** |   |
| **DESCRIPTION** |  |
| **PAYMENT TERMS AND IMPACT ON PAYMENT PROGRESS** |  |
| **SPECIFICATIONS AND OTHER PROVISIONS** |  |

|  |  |
| --- | --- |
| **CHANGE IN CONTRACT PRICE** | **CHANGE IN CONTRACT TIMES** |
| **ORIGINAL PRICE** |  | **ORIGINAL TIMES** |  |
| **NET CHANGES OF PREVIOUS CHANGE ORDERS** |  | **NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS** |  |
| **NET INCREASE / DECREASE** |  | **NET INCREASE / DECREASE** |  |
| **TOTAL CONTRACT PRICE WITH APPROVED CHANGES** |  | **TOTAL CONTRACT TIME** **WITH APPROVED CHANGES** |  |

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| **EXTRA WORK DISCUSSION DOCUMENTATION | WORK / CHANGE HAS BEEN DISCUSSED WITH** |
| **NAME & TITLE** |  | **NAME & TITLE** | **DATE** |
|  | By |  |  |
|  | By |  |  |
|  | By |  |  |
|  | By |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCEPTED BY** CONTRACTOR |  | **APPROVED BY** OWNER |  |
| **DATE** |  | **DATE** |  |