

CHANGES TO THE CONTRACT SCOPE AND PRICE

1. All changes to the scope, design or materials must be in the form of a written change to the contract and acknowledged with full payment.
2. At any time, the Homeowner may request additional work, changes to design details or to substitute materials. An HTR representative will provide a work description and price for the additional work. If the schedule will be impacted by the request, the schedule change will be described as part of the contract change, and may include related rework or planning time. HTR reserves the right to charge an administration fee of \$100.00 requested changes that are not accepted.
3. Unforeseen work will be brought to the attention of the homeowner by an HTR representative immediately, agree on a satisfactory solution and propose a change to the contract scope and price. The Homeowner will acknowledge acceptance before proceeding with any unforeseen work.
4. In cases when a price cannot be pre-determined, a scope of work will be agreed on and added to the scope with the price "to be determined"
5. **Payment for changes to the contract are due in full upon acceptance**