**WORK CHANGE DIRECTIVE NO.: [Number of Work Change Directive]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Painted Desert Demonstration Projects, Inc. | | Owner’s Project No.: | |  |
| Engineer: | KCL Engineering | | Engineer’s Project No.: | |  |
| Contractor: |  | | Contractor’s Project No.: | |  |
| Project: |  | | | | |
| Contract Name: |  | | | | |
| Date Issued: |  | Effective Date of Work Change Directive: | |  | |

Contractor is directed to proceed promptly with the following change(s):

Description:

**[Description of the change to the Work]**

Attachments:

**[List documents related to the change to the Work]**

Purpose for the Work Change Directive:

**[Describe the purpose for the change to the Work]**

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

* 1. Check one or both of the following

Non-agreement on pricing of proposed change.  Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Price: | $ | | **[increase] [decrease] [not yet estimated]**. |
| Contract Time: |  | days | **[increase] [decrease] [not yet estimated]**. |

Basis of estimated change in Contract Price:

Lump Sum  Unit Price  Cost of the Work  Other

|  |  |  |  |
| --- | --- | --- | --- |
|  | Recommended by Engineer |  | Authorized by Owner |
| By: |  |  |  |
| Title: |  |  |  |
| Date: |  |  |  |