|  |  |
| --- | --- |
| MC900434750[1] | Use this form to authorize a change that will affect the total contract amount. It must be based on a General Contractor or Construction Manager Proposal. Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID: | 000000000000000 | Date: |  |
| Contract ID: | 123456 | Change Order #: | 987654  |
| Contractor: | Contractor | CCN/CORP#: | 123456  |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title |

|  |
| --- |
| TITLE: **Title** |

#### The following is a description of the change to the contract:

Description of work.

**Editing note:** If you are unsure or which reason code to select, please read the [definitions](https://intranet.infrastructure.alberta.ca/resources/template/PIMS%20Master%20Repository/CA_Change_Reason_Code_List.docx).

This work was not included in the tender documents because:

|  |  |  |
| --- | --- | --- |
| ☐ 1. Cash Allowance☐ 2. Design Discrepancy☐ 3. Regulatory Change☐ 4. Site Condition | ☐ 5. Cost Saving☐ 6. Design Improvement☐ 7. User Change | ☐ 8. Furniture/Equipment Change☐ 9. CM Error☐ 10. Contract Reconciliation |

**Drawings/Sketches attached:**

* List drawings here, or enter “none”.

All terms and conditions of the orginal contract apply.

**The contract amount is hereby** Select type of change **by the sum of this Change Order.**

**Editing note:** If the contract **time** is unchanged, delete the second sentence in the paragraph below.

The contract time is hereby Select type of change. The new completion date is: a date.

**Editing note:** Double-click to edit the Excel object. Click outside the Excel object when done. You need to supply the original contract amount, previous changes, and this change order amount. The other values are calculated by formulas.

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| --- | --- | --- |
| Recommended by |  |  |
|  |  |  |
| Name, Prime Consultant add as Recommended by. |  | Date (mm-dd-yyyy) |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://intranet.infrastructure.alberta.ca/pcsd/finance/Expenditure%20Officer%20EO%20Guidelines/Expenditure%20Officer%20Authority%20Guidelines%2C%20effective%20December%2017%2C%202008.pdf).

|  |  |  |
| --- | --- | --- |
| Approvals |  |  |
|  |  |  |
| Name, Select or enter a title, Alberta Infrastructure |  | Date (mm-dd-yyyy) |
|  |  |  |
| Name, Director, Alberta Infrastructure |  | Date (mm-dd-yyyy) |
|  |  |  |
| Name, Executive Director, Alberta Infrastructure |  | Date (mm-dd-yyyy) |