



# WORK CHANGE DIRECTIVE NO.

Date of Issuance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contract Name: \_\_\_\_\_

Engineer: \_\_\_\_\_ HRG Project No.: \_\_\_\_\_

Project: \_\_\_\_\_

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

**Description:**

Attached (List documents supporting changes):

**Purpose for Work Change Directive:**

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to: [check one or both of the following]

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

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

Contract Price: \$ \_\_\_\_\_ [increase] [decrease].

Contract Time: \_\_\_\_\_ days [increase] [decrease].

Basis of determining change in Contract Price:

- Lump Sum
- Unit Prices
- Cost of the Work
- Other \_\_\_\_\_

**RECOMMENDED:**

**AUTHORIZED BY:**

**RECEIVED:**

By: \_\_\_\_\_  
Engineer (Authorized Signature)

By: \_\_\_\_\_  
Owner (Authorized Signature)

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_