WORK CHANGE DIRECTIVE NO.: _________

Date Issued: ___________  Effective Date of Work Change Directive: ___________

Owner: Hampton Roads Sanitation District  Owner’s Contract No.: «Owner_Contract»
Engineer: «Engineer»  Engineer’s Contract No.: «Engineer_Contract»
Contractor: «Contractor»
Contract: «Contract»
Date of Contract: «Contract_Date»  Notice to Proceed Date: ________________

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

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<th>Item No.</th>
<th>Description</th>
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Attachments: (list documents related to the change to the Work)

Purpose for the Work Change Directive:

☐ Authorization for Work described herein to proceed on the basis of Cost of the Work due to:
  ☐ Non-agreement on pricing of proposed change.
  ☐ Necessity to expedite Work described herein prior to agreeing to changes on Contract Price and Contract Time.

☐ Authorization for Work described herein to proceed based on negotiated price – Estimated/Agreed (circle one) change in Contract Price and Contract Times:
  Contract Price $ ________________ (increase/decrease)  Contract Time _____ days (increase/decrease)

If the change involves an increase, the estimated amounts are not to be exceeded without further authorization.

Approval for Engineer by: ___________________________________________ Date: ___________

Authorized for Owner by: ___________________________________________ Date: ___________

Authorized for Contractor by: _________________________________________ Date: ___________

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