

**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):**

Item No.	Description

**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: \_\_\_\_\_