

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: _____