Washington State Department of Transportation

Change Order - Minor Change

Contract Number	Contract Title	Federal Aid Number
Change Order Number	Change Description	Date
Region	Project Engineer	Phone Number
Prime Contractor / Design-Builder		

☐ Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications or the RFP

☐ Change proposed by Contractor / Design-Builder

Change Description

Original Contract Amount	Current Contract Amount	Est. Net Change This C.O.	Est. Revised Contract Amount
$	$	$	$

Prime Contractor / Design-Builder Signature or Method of Concurrence: _____ Date _____

Project Engineer's Signature for Execution: _____ Date _____

Distribution: Copy of Change Order Page & Memorandum Page w/Backup - Project Engineer
Copy of ONLY Change Order Page - Prime Contractor / Design-Builder
Copy of Change Order Page & Memorandum Page w/o Backup - Region Construction Office
Original of Change Order Page & Memorandum Page w/Checklist and Approval Documentation - State Construction Office

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Contract Number	Contract Title	Change Order Number

Brief Description of Problem / Reason for Entitlement:

Justification of Cost:

Calculated By	Date	Checked By	Date
Inspector	Date	Work Started	Work Completed

Item No.	Item	Group	Date	Unit	Quantity	RAM/QPL	Ledger no.	Post	Ckd	Est. No.

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