

# CITY OF YORBA LINDA CHANGE ORDER FORM

Contract Change Order No. \_\_\_\_\_

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

Original PO No.: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contract Expires: \_\_\_\_\_

You are hereby directed to make the following described changes from the plans and specifications / scope of work or do the following described work not included in the plans and specifications / scope of work for this project. All new work herein described shall be done in accordance with the applicable provisions of the plans and specifications / scope of work, except as specifically modified by this contract change order.

Description of work to be done:

Reason for change:

Current change amount:

By reason of this order, the time of completion will be adjusted as follows:

<b>Contract Summary</b>	
Original Contract Amount	\$ _____
Prior Changes (If Applicable)	\$ _____
Current Change	\$ _____
Revised Contract Amount	\$ _____

**(COMPLETE THIS SECTION ONLY IF A SIGNED AMENDMENT IS NOT ATTACHED)**

We, the undersigned Contractor, agree that if this proposal is approved, we will, as applicable, provide all equipment, labor, and materials, except as otherwise noted above, and perform all services necessary for the work specified above, and will accept as full payment, therefore, the prices shown above.

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

Contractor: \_\_\_\_\_

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

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

Submitted By: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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

City Manager: <sup>1</sup> \_\_\_\_\_

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

Finance Department: \_\_\_\_\_

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

<sup>1</sup> The City Manager's signature is only required if the total contract value will exceed \$25,000 as a result of this change.