

NOTICE

TO: ALL SUBCONTRACTORS

RE: CHANGE ORDER PROCESS

In order to expedite the change order process, please follow the procedures below when sending us your change orders for approval:

- Email each change order to the Project Manager.
- Cost should include only the additional associated cost.
- Each change order should have a change order number.
- Each change order should have a labor and material breakout.
- Do not include the original contract sum.

Let us know of any questions.

Thank you!