|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT NUMBER** | **CONTRACT NUMBER** | | | | | **COntract name.** | | | | | | **DATE** |
|  |  |  | | | | |  | | | | | |  |
| **METHOD OF CHANGE** | | | **DATE WORK TO BE ACCOMPLISHED ON** | | | | | | | | | | |
| Site Instruction No.  Contract Mod. No. | | |  | | | | | | | | | | |
| **WORK TO BE ACCOMPLISHED** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **REASON FOR OVERTIME** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **COST OF OVERTIME BORNE BY** | | | | | | | | | | | | | |
| **COMPANY / owner**  **CONTRACTOR** | | | | | | | | | | | | | |
| **TRADE** | | | | **NO. OF PERSONS** | | | | **HOURS** | **COST DATA** | | | | |
|  | | | |  | | | |  |  |  | | | |
|  | | | |  | | | |  |  | **ROM $** |  | | |
|  | | | |  | | | |  |  |  | | | |
|  | | | |  | | | |  |  |  | | | |
|  | | | |  | | | |  |  |  | | | |
|  | | | | **TOTAL HRS.** | | | |  |  |  | | | |
| **CONTRACTOR - SIGNATURE AND DATE** | | | | | ***NOTE:*** | | | | | | | | |
| **Contractor** | |  | | | **This is a notice to proceed with the described work prior to agreement of any pricing and any adjustment in the schedule for performance. This is not an authorization for payment. The premium costs payable against this request (where applicable) shall be in accordance with hours actually spent in the performance of the work as recorded on approved Daily Time Sheets** | | | | | | | | |
|  | |  | | |  | | | | | | | | |
| **APPROVAL - SIGNATURE and DATE** | | | | | | | | | | | | | |
| **construction MANAGER / Project Manager** | | | | | |  | | | | | | | |
|  | |  | | | |  | | | | | |  | |
| **CONTRACT ADMINISTRATOR** | | | | | |  | | | | | | | |
|  | |  | | | |  | | | | | |  | |