



City of Yakima

Change Order

Project: (Name) _____

(Number) _____

To: (Contractor) _____

Change Order Number _____

Change Order Date _____

Contract Number _____

Contract Date _____

You are directed to make the following changes in this Contract:

Not valid until signed by both the Approving Authority and Contractor.
Signature of the Contractor indicated agreement herewith, including any adjustment on the Contract Sum or Contract Time.

The original Contract Sum was \$ _____

Net change by previous Change Orders \$ _____

The Contract Sum prior to this Change Order \$ _____

The Contract Sum will be: Increased Decreased Unchanged by this Change Order \$ _____

The New Contract Sum including this Change Order will be \$ _____

The Contract Time will be: Increased Decreased Unchanged by _____ working days

The New Contract Time will be _____ working days

Contractor
By _____
Title _____
Date _____

Approval Recommended
Construction Supervisor

By _____
Date _____

City Engineer
By _____
Date _____

Approval Recommended
Public Works Director

By _____
Date _____

Approved
City Manager
By _____
Date _____