

**STATE CONTRACT #360-240-06-1**  
**CHANGE ORDER & SPECIAL REQUEST FORM**

PROJECT: \_\_\_\_\_ CONTROL # \_\_\_\_\_  
PURCHASE ORDER# \_\_\_\_\_ DATE: \_\_\_\_\_

This change order is to show that a particular change has been requested by an authorized representative of \_\_\_\_\_

This change order gives company (Installer) the authority to perform all work required and to supply all materials it will take to perform work as described below.

This change order authorizes < \_\_\_\_\_ >. To add the additional charges for labor and materials to the total contract cost as agreed upon prior to the date of this request and which contract is represented by Purchase Order Number

**ITEMIZED DESCRIPTION OF THE WORK AND MATERIAL REQUIRED:-**

Description	Amount Needed	Unit Price	Extended
			Cost

Authorized Representative Approval \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Note: Include itemized totals on the change order. Have change orders signed before beginning any additional work. Change orders will NOT be processed for payment without a signed approval from the end user.**