**Change Directive (Field Work Order)**

State of Ohio Standard Forms and Documents

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<tr>
<th>Contractor Name</th>
<th>Change Directive No.</th>
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<th>Contact</th>
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<th>City, State ZIP</th>
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<th>Project Location</th>
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**Basis of Change Directive**

- [ ] Error / Omission
- [ ] Differing Site Condition
- [ ] Owner Request
- [ ] Field Resolution
- [ ] Value Engineering

**Adjustment to Contract Sum** (indicate if zero cost)

Add: $__________
Deduct: $__________

**Adjustment to Contract Time**

- [ ] No Change
- [ ] Days Added
- [ ] Days Deducted

**Cost Basis** (check all that apply)

- [ ] Time & Material Not to Exceed
- [ ] Fixed Price
- [ ] Allowance (described below)
- [ ] Unit Price

Your company is authorized and directed to proceed with the following (attach additional sheets if needed):

**Justification**

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**Special Notice:** This Change Directive identifies satisfaction of all compensation and time adjustments related to this change in the Work.

**Construction Manager Recommendation** (if applicable)

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________

**Architect/Engineer Recommendation**

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________

**Contractor Concurrence**

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________

**Owner Acceptance**

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________

**Project Manager Recommendation**

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________

**Contracting Authority Approval**

- **Name:** ____________________________

- **Signature:** ____________________________

- **Date:** ____________________________