

# bunker toolbox

PROJECT COMMUNICATIONS



**PROJECT TELEPHONE/IN-PERSON CONVERSATION RECORD**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Communication Record**

**Telephone**

**In-Person (circle one)**

To: \_\_\_\_\_

From: \_\_\_\_\_

Of: \_\_\_\_\_

Of: \_\_\_\_\_

At: \_\_\_\_\_

At: \_\_\_\_\_

Subject: \_\_\_\_\_

Record of Conversation:

CC:

### CHANGE ORDER

Project:  
Contractor:  
Cost area:

Date:  
Contract Date:

**Title of change:**  
**Description of change:**

**Contract impact:**

**Original contract price:**

**Net change by previously authorized change orders:**

**Total amended contract price before this change:**

**This change order will (increase) (decrease) the contract price by:**

**TOTAL AMENDED CONTRACT PRICE INCLUDING THIS CHANGE ORDER:**

Basis for payment of change order:

Lump sum	YES	NO
cost reimbursable	YES	NO
other (see attached explanation)	YES	NO

Effect on schedule: (increases) (decreases) "time of completion" by \_\_\_\_\_ days  
completion date after this change order is \_\_\_\_/\_\_\_\_/\_\_\_\_

The Contractor is hereby authorized to proceed with this above described work in accordance with the terms stated above. Execution of this change-order by both parties constitutes a binding agreement that, except as provided in this change order, no adjustment in compensation or time of performance shall be made as a result of the changes(s) described in this change order. Except as provided in this change order, all terms and conditions of the contract and all prior change orders remain in full force and effect.

**CONTRACTOR APPROVAL:**

**OWNER APPROVAL:**

\_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_