|  |  |  |
| --- | --- | --- |
| **Proposal Request Number:**  **Project Number:** |  | **«insert number»**  **«insert number»** |
| **Date of Issuance:** |  | **«insert date»** |
| **Project Name:** |  | **«insert name»** |
| **Owner:** |  | **Wright State University** |
| Address: |  | 3640 Colonel Glenn Highway  Dayton, Ohio 45435 |
|  |  |  |
| **To Contractor:** |  | **«insert name»** |
| Address: |  | «insert street address»  «insert city, state zip code» |
| **Contractor For:**  Contract Date: |  | **«insert contractor type»**  «insert date of contract» |
| **From Architect/Engineer (“A/E”):** |  | **«insert name»** |
| Address:  A/E Project Number: |  | «insert street address»  «insert city, state zip code»  «insert number» |
|  |  |  |

# REASON FOR CHANGE

## Owner

A/E

Consultant

Contractor

Field

Other

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within **Ten (10)** days, the Contractor must submit this proposal or notify the A/E in writing, of the date on which proposal submission is anticipated.

## **THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**DESCRIPTION:** «insert a written description of the Work»

**ATTACHMENTS:** «list attached documents that support description»

**REQUESTED BY A/E:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Signature* |  | *Printed name and title* |