|  |  |  |
| --- | --- | --- |
| **Supplemental Instruction 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» |
|  |  |  |

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

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

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

**ISSUED BY A/E:**

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