

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

CHANGE ORDER

Prepared By



Endorsed By



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GUIDELINES FOR USE OF EJCDC® C-941 CHANGE ORDER

1.0 PURPOSE AND INTENDED USE OF THE DOCUMENT

The Change Order is used to make modifications to the Contract that change the Contract Price or Contract Times. Changes to the Contract are addressed in Article 11 of EJCDC® C-700, Standard General Conditions of the Construction Contract (2018).

Most Change Orders require the Engineer's recommendation. See C-700, Paragraph 11.01. Many publicly funded projects require that Change Orders be approved by the funding agency (such as the Rural Utilities Service). For projects that do not require such approval, the user may delete the funding agency approval block, or indicate "Not Applicable."

For additional information regarding C-941, see EJCDC® C-001, Commentary on the 2018 EJCDC Construction Documents (2018).

2.0 EDITING THIS DOCUMENT

2.1 It is intended that this document be edited for each Contract. Guidelines for editing include:

- A. Remove the cover pages which consist of the title pages, and these Guidelines for Use.
- B. Type in required information as indicated by brackets ([]). Bracketed text will usually provide instructions for what is to be inserted in place of the brackets. Delete brackets and change formatting to match existing text after project specific text has been added, e.g. change "[Project Name]" to "Peach Street Renovation" (without brackets or bold, or quotation marks).
- C. Fill in blanks, if any. It will be more common for information to be inserted by user to be indicated by a prompt in brackets, as described in Paragraph B above, rather than by an underline-style blank.
- D. Most Notes to User are presented before the text to which they apply; some Notes to Users are interspersed in the text, usually within brackets. Delete all "Notes to User" after reviewing each note and taking appropriate action. Delete all associated numbering and brackets.
- E. Complete tables.

3.0 LICENSE AGREEMENT

This document is subject to the terms and conditions of the **License Agreement, 2018 EJCDC® Construction Series Documents**. A copy of the License Agreement was furnished at the time of purchase of this document, and is available for review at www.ejcdc.org and the websites of EJCDC's sponsoring organizations.

CHANGE ORDER NO.: [Number of Change Order]

Owner:

Engineer:

Contractor:

Project:

Contract Name:

Date Issued:

Owner's Project No.:

Engineer's Project No.:

Contractor's Project No.:

Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

[Description of the change]

Attachments:

[List documents related to the change]

| Change in Contract Price | Change in Contract Times [State Contract Times as either a specific date or a number of days] |
|---|---|
| Original Contract Price: \$ _____ | Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ |
| [Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order] : \$ _____ | [Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order] : Substantial Completion: _____ Ready for final payment: _____ |
| Contract Price prior to this Change Order: \$ _____ | Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ |
| [Increase] [Decrease] this Change Order: \$ _____ | [Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____ |
| Contract Price incorporating this Change Order: \$ _____ | Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ |

Recommended by Engineer (if required)

Authorized by Owner

By: _____

Title: _____

Date: _____

Authorized by Owner

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____
