|  |  |
| --- | --- |
| MC900434750[1] | Consultants fill this form to authorize the contractor to proceed with work without waiting for formal approvals to be completed when the normal paperwork would unnecessarily delay the work, or when there is a life/safety issue. Note that this form replaces both the Field Order and Emergency Work Order.  This document has been approved to be signed [electronically](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx).  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID: | B0000A-0000 | Date: | Select date |
| Contract ID: | 123456 | CD #: | 123456 |
| WBS Number: | P-000000000 | LOA #: | 123456 |
| Contractor: | Name | CCN #: | 123456 |
|  |  | | |
| Project Title: | PROJECT LOCATION AND BUILDING NAME and Contract Title | | |

|  |
| --- |
| TITLE: **Title** |

#### The following is a description of the change:

**Editing note**: In your description of work include the scope,and include the type of pricing that is required: Time &Material, Stipulated Sum estimate, unit pricing.

Description of work

**Editing note:** If you are unsure which reason code to select, please read the [definitions](https://www.alberta.ca/assets/documents/tr/tr-ca-change-document-reason-code-list.docx).

This work was not included in the tender documents because:

|  |  |  |
| --- | --- | --- |
| 1. Cash Allowance  2. Design Discrepancy  3. Regulatory Change  4. Site Condition  5. Cost Saving | 6. Design Improvement  7. User Change  8. Furniture/Equipment Change  9. CM Error  10 Contract Reconciliation | 11. Schedule Change  12. Contract Terms and Conditions Change  13. Major Scope Change |

**Drawings/Sketches attached:**

* List drawings here, or enter “none”

**The Contractor shall proceed with the change in the work, to a maximum amount of $**Amount**.**

The Contractor shall maintain daily time and material records, which shall be signed by an authorized representative of the Owner.

Upon completion of the work authorized above, the cost of the work will be reviewed in accordance with the contract documents and following agreement by the Owner and Construction Manager on the adjustment in the contract price and contract time, a Change Authorization will be issued.

**Edit Note: Consultants/Contractors** - If you do not know the names and titles of the approver(s), please remove the blue text for the ‘Name’ and ‘Title’ fields below before you print and sign this form.

Delete this editing note from the finished form. (Highlight note, press Delete key **twice**.)

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| This document may be executed using a Province-approved electronic or digital signature platform or process. This document may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.  *Note: Where discrepancies exist between template instructions and the* [*approved list*](https://internal.infrastructure.alberta.ca/CSS/PSI/Project_Excellence/CI/eSignTemp/Shared%20Documents/Approved%20Templates%20List.xlsx)*, the approved list shall be taken as current.* | | | | | |
| Approvals |  | | |  |  |
| Recommended by: |  | | |  |  |
|  | Enter Consultant Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |
| Approved by: |  | | |  |  |
|  | Enter Name |  | Choose or Enter Title |  | Date (mm-dd-yyyy) |
|  | Name |  | Title |  |  |

For approvals, refer to the [Expenditure Officer Authority Guidelines](https://internal.infrastructure.alberta.ca/finance/FinancialServices/EOGuidance.aspx).