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| MC900434750[1] | The Project Manager or the Consultant fills out this form to provide written instructions to contractors. Instructions involving clarifications or deficient work may be issued directly by the Consultant and copied to the Project Manager. All instructions involving extra work or other changes to the contract must be issued in writing by the Project Manager. Should Supplemental Instructions involve extra work or changes to the contract, then this extra work or change must be addressed by means of a Change Order.  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.) |

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|  | Date: | Select date | |
|  | WBS Number: | P00000000000000 | |
|  | Contract ID: | 123456 | |
|  | Supplemental Instruction No.: | 123777 | |
| Location:  Enter Location | Project:  PROJECT LOCATION AND BUILDING NAME | | |
| To:  Enter Contractor Name | | | |
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| You are instructed to proceed with the work described below. | | | |
| These Supplemental Instructions are intended only to record clarifications or interpretations of the Contract Documents. If you believe, you are entitled to a change in the Contract Price or Contract Time on account of these Supplemental Instructions, promptly notify the Consultant and the Project Manager accordingly and submit a Change Order Proposal to the Consultant. | | | |
| Description of work:  Enter description of work | | | |
| |  | | --- | | **Attachments:**   * List attachments here, or delete this row if there is no attachments |   To delete the attachment section, right click and select Delete row. Also delete any editing notes (select note, press Delete key.) | | | | | |
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| |  |  |  | | --- | --- | --- | | **Name**, Choose or Enter Title , Choose or Enter Company Name |  | Date (mm-dd-yyyy) | | | |