{date}

{contractor}

{address}

{city, state, zip}

RE: # {project number, description}

University of Missouri – {campus)

Change Order # {#}

You are directed to make the following change in the work under the contract dated {date of specifications}, between you and The Curators of the University of Missouri. The character, kind, quality and quantity of materials and workmanship shall be set forth in the Contract Documents, except as specifically modified by this change order.

**COR {#},**  {description of change}

Due to this change, you will allow the University a credit to your contract price in the amount of

{(-$)} to cover the above deletion. Your contract price will be adjusted accordingly. This change order extends the contract completion date by 0 days.

Your endorsement of a copy of this change order at the line indicated below will constitute an agreement between us for the performance of the work specified upon the terms indicated. Please sign, date and return the signed change to {insert name} via e-mail {insert e-mail address} within (10) days. If this change order is not returned within thirty (30) days, credit change orders are to be accepted, and claims for additional compensation forfeited.

**THE CURATORS OF THE UNIVERSITY OF MISSOURI**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{University signing authority name}

{title}

The terms and provision of the above change order are hereby accepted, and the undersigned agrees thereto this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of , 2019.

**{CONTRACTOR}**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_