INSTRUCTIONS
CHANGE ORDER SUMMARY REPORT FORM

1. Insert general project information under subprojects. Indicate whether the project is a single subproject (or master project only) or has, or will have, multiple subprojects.

2. Indicate the <u>original</u> project budgeting for both the master project (from SBC-1) and the subproject. Original budgeting should approximate the DD level estimate of the designer.

3. Indicate any undedicated funds in the project that may be used for this or future change orders and describe from where these funds are drawn, i.e., previous (or this) subproject(s) bid below bid target, unused contingency from previous subproject(s), unused consultant or other fees, excess Admin/Misc.

4. Provide project contract information including information on this and previous change orders.

5. Provide summary justifications for this and previous change orders.