

		CHANGE ORDER NUMBER:		Change Order Supplemental Details Sheet	
BUSINESS UNIT:				DATE:	
CITY'S DESIGN PROFESSIONAL:				PURCHASE ORDER NUMBER:	
CONTRACTOR:				CHANGE ORDER INITIATED BY:	
CITY REPRESENTATIVE:					
PROJECT TITLE:				TENDER / RFx NUMBER:	
WORK AUTHORIZATION BREAKDOWN					
Item No.	Item Description	Work Done By	Extra	Credit	
1			\$	\$	
2			\$	\$	
3			\$	\$	
4			\$	\$	
5			\$	\$	
6			\$	\$	
7			\$	\$	
8			\$	\$	
9			\$	\$	
10			\$	\$	
TOTAL OF EXTRAS AND CREDITS:			\$	\$	
TOTAL WORK AUTHORIZATION (TRANSFER TO CHANGE ORDER):			\$		
SUPPLEMENTAL DOCUMENT INFORMATION					
No.	Description				Number of Pages
1					
2					
3					
4					

Information and Instructions

The purpose of the Change Order Supplement Details Sheet is to provide additional information regarding any supporting documents that may be attached to the Change Order.

This form is not mandatory to be used, but is highly recommended to provide a summary of additional information regarding supporting documents and to keep a good audit trail of information.

1. **Work Authorization Breakdown:** Provide brief details on the additional work or change being made. GST must be included in the total.
2. **No signatures are required to complete the Details Sheet.**
3. **Supplemental Document Information:** The City Representative should list any supporting documentation with the number of pages associated for each of the attached documents. The City Representative may assign a reference number to each Supplemental Document item for their reference (optional).
4. **Use more than one Details Sheet if necessary:** If more room is required for the Supplemental Details Sheet, more than one Details Sheet may be attached to the Change Order documentation. Ensure that any totals from the Work Authorization Breakdown are totaled and transferred to one Change Order form.