

Transmittal of Change Order Sheets to Construction

Date

Project Number:

Project Name:

To: Construction Section

From:

Name

Section

Cc:

Project Manager

Change Order Sheets Transmitted (include title sheet and voided sheets and a description of the changes made):

Number of Copies: (10) sets of 11x17 and (4) sets of 22x34

Quantity Changes:

Reasons for Change Order:

Design Errors

Contractor Errors. See Below for DOTD Incurred Engineering Cost (if applicable)

Change in Field Condition

Other

DOTD Incurred Engineering Cost: