

SECTION 00906

FIELD ORDER

(Instructions on reverse side)

No. _____

PROJECT: _____

DATE OF ISSUANCE: _____

OWNER: _____

OWNER's Project No. _____

(Address)

CONTRACTOR: _____

: _____
ENGINEER:

CONTRACT FOR: _____

Project No. _____
ENGINEER's

You are directed to proceed promptly with the following change(s): _____

Description: _____

Purpose of Field Order: _____

Attachments: (list documents supporting change)

RECOMMENDED:

ACCEPTED:

By _____
Engineer or Engineer's Representative

By _____
Contractor

FIELD ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed for supplemental instructions and minor changes not involving a change in the Contract Price or the Contract Time.

NOTE: On Project where stone refill or subgrade undercutting are included as bid line items, Engineer or Engineer's Representative may write Field Orders for these items up to the amount listed in the Bid. Amounts above those listed in Bid shall be done by a Work Directive Change.

B. COMPLETING THE FIELD ORDER FORM

1. Based on conversations between Engineer and Contractor, Engineer initiates the form, including a description of the items involved and attachments.
2. Engineer signs form.
3. Contractor signs form accepting conditions of Field Order.
4. Engineer keeps one copy for field records and forwards one copy back to the office for filing.

*Professional means Professional or Professional's Representative (person on site).