

# Construction Change Directive



FROM OWNER:  
University of North Texas System  
1155 Union Circle #311040  
Denton, Texas 76203

CONSTRUCTION CHANGE DIRECTIVE NUMBER: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

TO CONTRACTOR: *(Name and Address)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
AGREEMENT DATE: \_\_\_\_\_  
PROJID/DEPTID: \_\_\_\_\_  
PURCHASE ORDER NUMBER: \_\_\_\_\_

The following change in the Contract Documents is approved by the Owner and the Work is authorized to proceed accordingly:

SAMPLE	
Additional Days Required	<input type="text"/>
Calendar Days	
Not to Exceed Cost	\$ <input type="text"/> -

When the Owner and Contractor agree upon the exact adjustment in the Contract Price and/or the Contract Time for a change in the Work directed by this Construction Change Directive, such agreement shall be the subject of a Change Order.

The Change Order shall include all outstanding Construction Change Directives that the contractor would like to include on an application for payment.

A Change Order must be executed before the Contractor is allowed to add the Work described above on an application for payment.

Owner  
University of North Texas System

\_\_\_\_\_  
BY *(Signature)*

Raynard O. Kearbey  
Associate Vice Chancellor for System Facilities

\_\_\_\_\_  
Date