

Date _____, 20__

TO: _____

_____, ID 837

FROM: Tim Mason, Administrator
Division of Public Works

RE: DPW Project No. _____

_____, Idaho

Letter Change Order Number _____

The Letter Contract dated **insertdate** is hereby amended to provide for _____.

This notice is your authorization to proceed with the increased scope of work for a lump sum increase to your fee of \$, for a new total contract of \$.

Coordinate your work through **insertname**, Project Manager, Phone: (208) 332-19__.

Please acknowledge this amendment by signing and returning one copy. The duplicate is to be retained in your file.

ACCEPTED BY: _____

DATE: _____

Copy to:

Fiscal