

FLORIDA GULF COAST UNIVERSITY  
CONSTRUCTION CONTRACT CHANGE DIRECTIVE

Change No: \_\_\_\_\_ Date: \_\_\_\_\_  
Project: \_\_\_\_\_ Project No: \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_ A/E Job No: \_\_\_\_\_  
To (Contractor): \_\_\_\_\_  
\_\_\_\_\_

You are hereby directed to make the following change(s) in this Contract:

DESCRIPTION OF PROPOSED CHANGE	DECREASE	INCREASE
(Describe the basis of adjustment to Contract Sum, and include Change Order Justification Form. Attach additional sheets if required)		
<hr/> Notice to Proceed Date: _____ Original Contract Sum: _____ <hr/>		

<b>Contract Time</b>	<b>Days</b>	<b>Complete*</b>	<b>Subtotal</b>	
Present Contract			New (Add) (Deduct)	
This Change			Present Contract Sum	
New Contract Time			New Contract Sum	

\*SUBSTANTIAL COMPLETION DATE

When signed by the Owner and Architect/Engineer and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

**AGREED**

\_\_\_\_\_  
ARCHITECT/ENGINEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRESIDENT OR DESIGNEE

\_\_\_\_\_  
DATE

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Construction Change Directive, and this Construction Change Directive becomes a change order to the Owner-Contractor Agreement.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE