

Unilateral Change Order Modifying a Contract

This document is a change order that modifies a contract between _____ and _____ dated _____ from here on known as "the Contract". This modification does not constitute a material change to the Contract.

_____ orders this modification. _____ has not made a final payment for the goods or services requested by the Agreement.

(School official checks one or more options below)

This document corrects a minor error in the Contract found on page _____. The text is modified by:

This document exercises the option made available by the Contract on page _____. The SFA agrees to pay the fixed contract price set in the updated Unit Price Schedule and according to the Economic Price Adjustment clause on Contract page _____.

This document orders a type of change that is authorized in the Agreement on page _____. _____ will change their performance by:

The Agreement, on page____, authorizes _____ to set costs for a change order. _____, acting on behalf of _____, obligates \$_____ in addition to costs obligated in the Contract, as consideration for the above changes, for a total of \$_____. _____ confirms that a school official estimated the modification cost before completing this document and a proper authority certified that _____ has sufficient funds to cover any cost increase.

_____, acting on behalf of _____ promises to reimburse _____ for reasonable amounts spent fulfilling this change order, if causing the _____ to incur costs exceeding those foreseen by the contract.

_____ is not responsible for costs incurred by _____ when performing any additional work outside of the scope of this written modification.

This modification does not change any other terms or conditions of the Contract.

This modification becomes effective on the day that an SFA official signs this document.

Name of SFA

SFA Official's printed name and title

SFA Official's Signature

Date

Confirmation of Mutually Negotiated Contract Change

This document is a supplemental contract that modifies a contract between _____ and _____ dated _____ from here on known as "the Contract". This modification does not constitute a material change to the Contract.

_____ authorizes this modification. _____ confirms that an SFA official estimated the modification cost before completing this document and a proper authority certified that _____ has sufficient funds to cover the cost increase. _____ has not made a final payment for the goods or services requested by the Agreement.

_____ hereby agrees to _____ modify performance by:

Modified performance begins on _____ and ends on _____.

_____ acting on behalf of _____ agrees to pay _____ \$_____ in addition to costs obligated in the Contract, for a total cost of \$_____ as consideration for the above changes.

This modification does not change any other terms or conditions of the Contract.

I, _____, certify that I am authorized to sign this contract modification on behalf of _____. I further certify that _____ has not rendered final payment for any goods or services requested in the Contract.

The officials named below are authorized to obligate their organizations to contract modifications and consent to the modification and price adjustment outlined above.

Name of SFA

SFA Official's printed name and title

SFA Official's Signature

Date

Name of Contractor

Contractor Official's printed name and contact information (email, phone number)

Contractor Official's Signature

Date