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| **CHANGE ORDER REQUEST FORM – BUYER**  **PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **LETTER No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **CONTRACT No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SELLER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **CHANGE ORDER TYPE:**  ( ) DISCRETIONARY  ( ) MANDATORY | |
| **CHANGE ORDER TITLE:** | |
| **CHANGE ORDER DESCRIPTION:** | |
| **REASONS FOR CHANGE:** | |
| **CHANGE ORDER IMPACTS:** | |
| **REFERENCE DOCUMENTS:** | |
| **RESPONSIBLE:** | **DATE:** |
| **Note:** This Change Order Request shall be considered as part of the process and guidelines presented in Exhibit XIV. Any changes to the Contract must be preceded by formal and specific authorization from Buyer as stated in Exhibit XIV. | |