

**CONTRACT CHANGE ORDER NO.**

**CONTRACT NUMBER AND DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PURCHASE ORDER NO:** \_\_\_\_\_

**CHANGE ORDER REQUESTED BY:** \_\_\_\_\_

**CHANGE ORDER DESCRIPTION:** \_\_\_\_\_

The following description of work(s) and/or material(s), associated cost(s) have been approved and agreed upon by both signing parties;

i) \_\_\_\_\_

\_\_\_\_\_

ii) \_\_\_\_\_

**CONTRACT COST:**           \$ \_\_\_\_\_ (excluding HST)

**CHANGE ORDER COST:**   \$ \_\_\_\_\_ (excluding HST)

**REVISED CONTRACT:**     \$ \_\_\_\_\_ (excluding HST)

It is confirmed that the change in scope is necessary for completion of the project and sufficient Council approved budget is available.

With a completion and/or delivery date of \_\_\_\_\_ / \_\_\_\_\_ weeks.

Made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

With a completion and/ or delivery date: \_\_\_\_\_

**The Corporation of the City of Vaughan**

**Contractor/Supplier**

PER: \_\_\_\_\_

PER: \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_

**Approved by Director /DCM/City Manager**

PER: \_\_\_\_\_

PER: \_\_\_\_\_

POSITION: \_\_\_\_\_

POSITION: \_\_\_\_\_