

## **CHANGE ORDER INSTRUCTIONS**

1. You must use the attached form titled, “Subcontractor Change Order Pricing Form” when submitting any adds or credits with backup.
2. These must be approved by the Ewing Construction Co., Inc. Project Manager who will then issue the appropriate change orders for signature.
3. Only the ECCI Project Manager can approve change order.
4. Owner Requested Revisions:

All CCD’s/Plan MODs/RFP’s or Change Requests from the Owner shall be priced within fourteen (14) days. If no pricing is submitted by your firm it will be submitted to the Owner with a zero cost for your firm.

This pricing must also be on the attached form with applicable backup. All labor materials, equipment and credits shall be separated with quantities and unit costs shown. Any direct or other Sub-Subcontractor invoices must also show quantities, unit cost and be attached for backup.

ECCI is committed to submit all pricing requests to the Owner within 21 days and cannot do this without Subcontractor cooperation. Timely processing of change requests benefit all team members on the project.

If there is a No Cost Change submit the form with a zero cost and sign.

5. Subcontractor Back charges / Other Changes:

These requests must be submitted to ECCI’s Project Manger within seven (7) days of the event. ECCI’s Superintendents are not authorized to sign or approve contract modifications. This must go through the ECCI Project Manger.

Also, All necessary backup information must be included with the request.