

PROFESSIONAL'S SCOPE LETTER (EXAMPLE FORMAT)

Date: _____

Contractor Name
Contractor Address

Re: Change Order No. _____
Project No. DGS _____
Contract No. DGS _____
Title _____
Location _____

Gentlemen:

Enclosed is Construction Change Order Form GSC-1. Please complete "SECTION 2-PROPOSAL BY CONTRACTOR". Return the original Form GSC-1 to this office along with proper cost substantiation as defined and specified in THIS ADMINISTRATIVE PROCEDURE.

CHANGE ORDER SCOPE/DESCRIPTION

SKETCHES:

Professional's Name
Professional's Signature

Enclosures

cc: Using Agency
Construction Regional Director
Construction Inspector Manager
Construction Inspector Supervisor
Construction Change Order Section