



EXTRA WORK AND CHANGE ORDER AGREEMENT

No extra work shall be completed under ANY circumstances without PRIOR written authorization from Hollister Construction Company.

It is hereby agreed and understood that all extra work shall be completed on a time and material basis **UNLESS** a fixed price for the change order has been agreed to in **ADVANCE** of the work and authorized in writing.

It is further understood that the Hollister superintendent or project manager **MUST** sign an **EXTRA WORK AUTHORIZATION FORM** (see attached) for the work **PRIOR** to completing the work **AND** sign for the actual hours worked each day of work. The signed authorization form shall be submitted with your invoice for the extra work **BEFORE** the invoice can be processed.

Copies of original invoices for all costs shall be included with your request for a change order.

EACH extra work and or change order invoice **MUST** be billed on a separate invoice.

DISPUTES: If it is determined the work completed is actually covered by the original contract and or a previously signed change order, the extra work authorization will be voided whether or not is has been signed by a Hollister superintendent or project manager.

Change orders and or extra work shall be completed based on the hourly labor rates including all taxes, insurances, supervision, project management, overhead and profit as follows:

Apprentice: _____ Journeyman: _____ Foreman: _____

On prevailing wage projects, the hourly rate for each craft shall not exceed the governing prevailing wage sheet including benefits, taxes and insurance plus a total of 15% for supervision, project management, overhead and profit. A detailed breakdown will be required for all government jobs.

A maximum of 10% for overhead and profit shall be added for materials, equipment and lower tier subcontractors based on the invoices submitted with your request for a change order.

Agreed to this _____ day of _____, 20__

Subcontractor: _____ Signature: _____



FIELD AUTHORIZATION FOR EXTRA WORK

Date: _____ Job #: _____

Subcontractor: _____ WO#: _____

Description of work being done:

Estimated Cost: \$ _____ Lump Sum: \$ _____ Time and Material: \$ _____

Reason why work is required:

It is understood that:

The purpose of this work order is to define the scope of work involved and serves as an authorization to proceed with the work.

This is to establish an **ESTIMATED** cost, which is **NOT** to be exceeded.

Provide documentation, which will be submitted when the actual costs have been determined in order to process a change order.

Subcontractor – Date

Contractor – Date