



THE CITY OF KEY WEST  
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

## CHANGE ORDER

CHANGE ORDER NO. \_\_\_\_\_

CHANGE ORDER DESCRIPTION \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT CODE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

**THE FOLLOWING MODIFICATIONS TO THE CONTRACT ARE HEREBY ORDERED:**  
( Detail provided on additional page(s). Yes \_\_\_\_ or No \_\_\_\_ )

### CONTRACT VALUE

### CONTRACT TIME (CALENDAR DAYS)

ORIGINAL CONTRACT \$ \_\_\_\_\_

ORIGINAL CONTRACT \_\_\_\_\_ DAYS

PREVIOUS CHANGE ORDERS \$ \_\_\_\_\_

PREVIOUS CHANGE ORDERS \_\_\_\_\_ DAYS

THIS CHANGE ORDER \$ \_\_\_\_\_

THIS CHANGE ORDER \_\_\_\_\_ DAYS

REVISED CONTRACT VALUE \$ \_\_\_\_\_

REVISED CONTRACT TIME \_\_\_\_\_ DAYS

REVISED CONTRACT COMPLETION DATE: \_\_\_\_\_

By:  
City of Key West

By: \_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*