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March XX, XXXX

Mr. Bob Eaton, Project Manager
S. J. Amoroso Construction Co., Inc.
275 East Baker Street, Suite B
Costa Mesa, CA 92626-4504

CLA Ltr# XXXX

**EAST VALLEY SOLID RESOURCES MANAGEMENT COMPLEX
TIME & MATERIALS CHANGE ORDER NO. 000****W.O. E1601660**

Dear Mr. Eaton:

You are directed to proceed with the work as described in Time & Materials Change Order No. 000, attached. The work shall be done on a time and materials basis, in accordance with Specification Section 01254 of the General Requirements. The Contractor shall submit daily statements signed by the Project Inspector, showing all labor, materials, and equipment to this office. Please use the attached form "Daily Report Invoice for Time & Material Changes". Upon completion of the work, a summary statement of costs including overhead and profit shall be submitted to this office.

In addition, please provide a CPM schedule analysis for any impact to the construction schedule as a result of this change. If applicable, provide an estimate in terms of working days supported by the analysis, to be added or deducted from the critical path of the current schedule.

Except as indicated, all work related to the proposed change shall be done in accordance with applicable portions of the original contract documents.

For all correspondence addressing this change, please reference Change Order No. 000. If you have any questions, please call Jit Gore at (xxx) xxx-xxxx.

Sincerely,

Jim Treadaway
Division Manager
Construction Management Division

By,

Jit Gore, Building Mechanical Engineer II
Construction Manager

JT/JG/YCW/VP

CC: File 8-8-1 Carl Haase, BOS Frank Rinaldi, BCA Hoi Luc, Architect

