

No Cost Change Order Request Template

The Authorized User reserves the right to reasonably amend a Fixed-Price Deliverable, without a cost increase, provided the Amendment does not materially change the scope of the Deliverable. Although the Authorized User has endeavored to identify the many tasks associated with a Fixed-Price Deliverable (Tasks), additional Tasks which can reasonably be anticipated to carry out the Deliverable shall be within the scope of the Deliverable, and shall not result in a cost increase. Written approval is required from both the Contractor and the Authorized User regarding the no cost change order.

INITIATOR OF PROPOSED CHANGE			
Name	Project Role	Phone Number	E-Mail
Project Title			Request Date

DESCRIPTION OF PROPOSED CHANGE
Description of Proposed Change
Reason for Change and Impact of Not Making Change

CONTRACTOR RESPONSE
Complexity
Impact on Operations

CONTRACTOR NO COST CHANGE REVIEW				
Name	Role	Recommendation (Approved/Rejected)	Signature	Date

Proposed Change is Approved Rejected by the Contractor

Signature: _____ Title: _____
 Printed Name: _____ Date: _____

Comments (Add attachments as necessary)

AUTHORIZED USER NO COST CHANGE REVIEW				
Name	Role	Recommendation (Approved/Rejected)	Signature	Date

Proposed Change is Approved Rejected by the Authorized User

Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

Comments (Add attachments as necessary)