Extra Work Authorization

Client : .....

Job No. : .....

P.O. No. : .....

Location : .....

E.W.A. No : .....

Plant : .....

Date requested :

Requested by :

Reference

For the account of :

Subcontractor :

Issue	Date	By	Chkd

LUMP SUM - UNIT PRICE - DAYWORK

Description of Change-Addition-Deletion .....

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Yes	No	These questions must be answered prior to approval
☐	☐	Changes control budget (=scope) for this P.O.
☐	☐	Included in project scope

Changes control budget (=scope) for P.O. ..... by an equal amount

Cost code												Pay item	Currency:			
1	2	3	4	5	6	7	8	9	10	11	12		Manhours	Material	Labor	Total
Estimated/Firm												Total Amount				

Estimated effect on job completion: .....

Company's authorization: Date: ..... Company Project Construction Manager

Client's authorization: Date: ..... Date: .....

Distribution: ☐ Home Office ☐ Other: