## Field Order

## Cover Sheet and Instructions

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| --- | --- |
|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media. |
|  |  |
| **PURPOSE OF DOCUMENT:** | Used to issue a Field Order to CM/Contractor. |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | None |
| **CONTENTS:** | Field Order form |
| **FOR USE WITH:** | CM/Contractor Agreement |
| **COMPLETED BY:** | ✓ | Filling in |  | Adding Text |  | No Data Required |
| **ITS USE IS:** | ✓ | Required |  | Optional |

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

**Completion Instructions:**

1. The CM/Contractor completes the form.

**Modifications and Additions:**

None

**Comments:**

1. A field order does not require CM/Contractor's signature to be binding on CM/Contractor.

**END OF COVERSHEET AND INSTRUCTIONS**

EXHIBIT

FIELD ORDER

University of California Facility:

FIELD ORDER NO.

|  |  |
| --- | --- |
| Project Name: |  |
| Project Number: |  |  | Contract Date: |  |
| To CM/Contractor: |  |
| Address: |  |
|  |  |

DESCRIPTION OF WORK:

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Estimated Adjustment Estimated Adjustment

of Contract Sum:   of Contract Time:

|  |  |  |
| --- | --- | --- |
| (University's Representative)By: |  |  |
| (Signature) |  |  |
| (Title)Date: |  |  |
|  |  |  |
| (University Project Manager) |  | (CM/Contractor) |
| (Signature) |  | (Signature) |
| (Title)Date: |  | (Title)Date: |

NOTE: If the Work described above constitutes a change, this Field Order will be superseded by a Change Order that will include the scope of the change in the Work and any actual adjustments of the Contract Sum and the Contract Time. Field Order shall only be used for Work currently under contract; and shall not be used to modify Option Sum or Option Time.