AVOID VERBAL ORDERS

ADDITIONAL WORK AUTHORIZATION

DATE:

PROJECT:

Apollo Mechanical (Apollo Sheet Metal) is hereby requested and authorized to provide labor, materials, tools, and equipment necessary to perform the following work, which is outside the original contract scope, and will be considered an extra to the contract.

SCOPE:

ESTIMATED COMPLETION DATE:

A detailed change order request proposal shall be submitted upon completion of the work for subsequent incorporation by change order to the contract.

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Work Authorized By (Client Representative) Date

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Order Accepted By (Apollo Representative) Date