

EXTRA WORK ORDER

PROPOSAL FROM: _____
(Contractor's Name)

_____ (Contractor's Address)

_____ (City, State And Zip)

_____ (Telephone)

PROJECT: _____
(Name)

_____ (Address)

_____ (City, State And Zip)

TO: _____
(Owner's Name)

_____ (Owner's Address)

_____ (City, State And Zip)

We offer to perform the following extra work on the above described project _____

THE METHOD OF COMPUTING PAYMENT WILL BE:
(INITIAL ONE ONLY)

- _____ **LUMP SUM:** \$ _____
(Total amount to be added to the contract price for the cost of the extra work)
- _____ **COST PLUS PERCENTAGE:** In addition to all other amounts payable under the contract, we shall be paid the cost of the extra work (as defined on reverse plus _____ % overhead plus _____ % profit.
(Percent for overhead) (Percent for profit)
- _____ **COST, PLUS FIXED FEE:** The price to be paid us for the extra work will be the cost of the extra work (as defined on reverse) plus a fixed fee of \$ _____
(Amount of fixed fee)
- _____ **IN ACCORDANCE WITH BASIC CONTRACT:** The price to be paid us for performing the extra work shall be determined in accordance with the provisions of our basic contract.

THE TIME FOR PAYMENT WILL BE:
(INITIAL ONE ONLY)

- _____ **PRIOR TO START OF EXTRA WORK:** Extra work to be done when payment actually received by contractor.
- _____ **UPON COMPLETION OF EXTRA WORK:** Payment will be made in full when the extra work has been satisfactorily completed.
- _____ **PROGRESSIVELY:** Payments will be made as the work is done and will be made concurrently with payment dates under the basic contract payment schedule.
- _____ **IN ACCORDANCE WITH THE BASIC CONTRACT:** The time of payment for the extra work shall be as provided for in the basic contract.

Your signature below signifies your agreement.

DATE: _____
(Date Proposal Signed)

Firm Name: _____
(Contractor's Firm Name, If Any)

By _____
(Signature of Contractor or Authorized Agent)

DATE: _____
(Date Of Acceptance)

_____ (Owner's Name)

By _____
(Signature of owner or authorized agent)