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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Matanuska-Susitna Borough  **Public Works Department**  **Project Management Division**  **Change Order Support Information/Backup Sheet** | | | | | | | | | |
| Backup for: | | | | Project Number: | | | | | |
| Contract Number: | | | | Project Name: | | | | | |
| Contractor: | | | | MSB Project Manager: | | | | | |
| Date Prepared: | | | | MSB Purchase Order Number: | | | | | |
| **COMPARISON OF COST DUE TO CHANGE** | | | | | | | | | |
| Item No. | Item | | Unit | | | Unit Price | Quantity  (+ or -) | | Amount (+ or -) |
|  |  | |  | | |  |  | |  |
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|  |  | |  | | |  |  | |  |
| Prepared By: | | | Net Change This Order | | | | | |  |
|  | | | Total Previous Changes | | | | | |  |
| Accumulative Change | | | | | |  |
| Prior Change Documents: | | | Original Contract Amount | | | | | |  |
|  | | | % of Accumulative Change | | | | | |  |
| New Contract Total | | | | | |  |
| Comparision of Contract Completion Dates DUE TO CHANGE | | | | | | | | | |
| **Date** | **Original** | **Previous Change** | | | **This Order** | | | **Calendar Days from Original (+ or -)** | |
| **Substantial** |  |  | | |  | | |  | |
| **Final** |  |  | | |  | | |  | |
| **DESCRIPTION OF CHANGE** | | | | | | | | | |
|  | | | | | | | | | |
| REASON(S) FOR CHANGE | | | | | | | | | |
|  | | | | | | | | | |