



CHANGE DIRECTIVE

Change Directive:

Purchase Order:

Date: [Click here to enter a date.](#)

Project Name:
(type of work)

Project Address:

Owner: Manitoba Housing

Contractor:

Consultant: **Consultant**
Project Number:

Reference:

As provided in GC 6.3 – CHANGE DIRECTIVE in CCDC 2 (2008), Stipulated Price Contract, as amended by Manitoba Housing’s Supplemental Conditions, the *Owner*, through the *Consultant*, directs the *Contractor* to make the following changes in the in the *Work*. As set out in paragraph 6.3.2, a *Change Directive* shall only be used to direct a change in the *Work* which is within the general scope of the *Contract Documents*. The adjustment to the *Contract Price* will be established according to the provisions of paragraphs 6.3.6, 6.3.7, 6.3.8 and 6.3.9 of GC 6.3.

Description of the change in the Work:

Proposed adjustment to the Contract:

The proposed adjustment to the Contract value or guaranteed maximum price is \$_____

Note: Change Directive is based on time and material, supporting documents are required

The proposed adjustment to the Contract time, if any, is _____ calendar days.

Change Directive pricing must be submitted to the Owner by [Click here to enter a date.](#)

Prepared by the Consultant:

Print name and title	Signature	Date
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Issued by the Owner:

Project Manager	Signature	Date
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Print name and title	Signature	Date
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Note: all change Directives must be signed by the Project Manager and applicable Delegated Financial Signing Authority

Acknowledged by the Contractor:

Print name and title	Signature	Date
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