

Sample Authorization for Minor Change in the Work

**ABC ARCHITECTS, INC.
324 BASS STREET
ENFIELD, MA 01234**

Phone: (403) 555-3434

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May 22, 1995

Mr. Ray Rogers, Project Manager
RST CONSTRUCTION COMPANY, INC.
Box 100
Enfield, MA 01234

RE: Enfield 705-1
Minor Change in the Work #11

Dear Mr. Rogers,

Pursuant to our discussion during my tour of the Work after today's weekly field meeting, this letter confirms my instructions to reverse the door swing on the basement doors in the even numbered apartments. The new door swing shall be as shown on the attached clarification sketch SK-16. This change may affect the location of the light switches that have yet to be installed. You should coordinate this modification with your electrical subcontractor.

It is agreed that there will be no change in Contract Sum or Contract Time as a result of this minor modification. Should this not be your understanding please advise me before proceeding with any work.

If you have any questions feel free to contact me at (403) 555-3434.

Thank you for your prompt attention to this matter.

Sincerely,

Michele Pike
Project Architect

Attachment:: SK-16 Basement Door Clarification

cc: DHCD Construction Advisor w/attachment
Enfield H.A. Executive Director w/attachment
Project Representative w/attachment
Electrical Consultant w/attachment