**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

# Cover Sheet and Instructions

**FIELD ORDER**

|  |  |
| --- | --- |
| PURPOSE OF DOCUMENT: |  |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): |  |
| CONTENTS: |  |
| FOR USE WITH:(Not Applicable to Some Documents) | ✓ | Long Form(LF) | ✓ | Short Form(SF) |  | Brief Form(BF) |
| COMPLETED BY: | ✓ | Filling In | ✓ | Adding Text |  | No Data Required |
| ITS USE IS: | ✓ | Required |  | Optional |

**Completion Instructions:**

1. University completes the form as required while the Work is in progress. See General Conditions Articles 4, 7, and 8.

2. University’s Representative, University and Contractor sign in appropriate places on last page.

3. University signs last.

**Modifications and Additions:**

(None)

**Comments:**

1. A field order does not require Contractors signature to be binding on Contractor.
2. A field order may or may not constitute a change in the work.

**END OF COVERSHEET AND INSTRUCTIONS**

**FIELD ORDER**

University of California Facility:

FIELD ORDER NO.

Project Name:

Project Number: Contract Date:

To Contractor:

Address:

DESCRIPTION OF WORK:

Estimated Adjustment Estimated Adjustment

of Contract Sum:                                          of Contract Time:

 (Name of University's Representative - typed or printed)

By:

 (Signature)

 (Title)

Date:

(Name of University's Designated Administrator -typed or printed)

 (Signature)

 (Title)

Date:

Note: If the Work described above constitutes a change, this Field Order will be superseded by a Change Order that will include the scope of the change in the Work and any actual adjustments of the Contract Sum and the Contract Time.