

 **AIA**® Document G709™ – 2001

Work Changes Proposal Request

PROJECT: *(Name and address)*

PROPOSAL REQUEST NUMBER:

OWNER

DATE OF ISSUANCE:

ARCHITECT

OWNER: *(Name and address)*

CONTRACT FOR:

CONSULTANT

CONTRACT DATE:

CONTRACTOR

FROM ARCHITECT: *(Name and address)*

ARCHITECT'S PROJECT NUMBER:

FIELD

OTHER

TO CONTRACTOR: *(Name and address)*

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within () days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

DESCRIPTION: *(Insert a written description of the Work.)*

ATTACHMENTS: *(List attached documents that support description.)*

REQUESTED BY THE ARCHITECT:

(Signature)

(Printed name and title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.