



**STATE OF MONTANA**  
**DEPARTMENT OF ADMINISTRATION**  
**ARCHITECTURE AND ENGINEERING DIVISION**  
 1520 East Sixth Avenue • P.O. Box 200103 • Helena MT  
 59620-0103 Phone: 406 444-3104 • Fax: 406 444-3399

## CONSTRUCTION CHANGE DIRECTIVE

Project Name: \_\_\_\_\_

A/E #: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Change Directive #: CCD-\_\_\_\_\_

Owner: **MONTANA DEPARTMENT OF ADMINISTRATION**  
**ARCHITECTURE AND ENGINEERING DIVISION**  
**1520 EAST SIXTH AVENUE, P. O. BOX 200103**  
**HELENA MT 59620**

Architect/Engineer: \_\_\_\_\_

The Contractor is directed to proceed as described below. Proceed with this Work promptly. Costs for the Work (if any) involved and change in Contract Time (if any) will be included in a subsequent Change Order.

**Description:**

**Attachments:** (insert listing of documents that support description)

The following is based on information provided by the Contractor:

Lump Sum	} Change in Contract Sum	Fixed	} Change in Contract Time	
Unit Price		of _____		Estimated
Estimated Not To Exceed				Maximum
			of _____ Calendar Days.	

Issued By: \_\_\_\_\_ Architect / Engineer      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

Accepted By: \_\_\_\_\_ Company / Contractor      \_\_\_\_\_ Signature      \_\_\_\_\_ Date

Accepted By: MT Dept. of Administration, A&E Division      \_\_\_\_\_ Signature      \_\_\_\_\_ Date