





**Architect's Name**A/E Firm
or PM firm**CCD**

(Construction Change Directive)

Form
ID
Revision**PROJECT NAME**

Project address, street, city, country, project number, project reference

Employer:	Emp Developers		Architect:	LTD Engineers	
Main Contractor:	Main Contractor LTD		Sub Contractor:	Sub Contractor LTD	

CCD No. Revision: Date: DIV:

Subject / Title

Description of Change

Reason for Change

Reference Documents (drawings, specifications, addenda, RFIs)

Required completion date:

The method of adjustment to the Contract Sum: <input type="checkbox"/> Lump Sum (per agreed amount) <input type="checkbox"/> Unit Prices <input type="checkbox"/> Cost Plus Fee	The method of adjustment to Contract Time: <input type="checkbox"/> Number of calendar days <input type="checkbox"/> Other (specify)
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This Construction Change Directive directs the Contractor to proceed promptly with the change described herein. The Contract Sum and/or Contract Time will be adjusted in accordance with the terms of the Contract upon agreement of the parties or determination by the Architect.

Owner Signature	Date
X	
Architect's Signature	Date
X	
Contractor Signature (acknowledgment)	Date
X	
Others (Specify)	Date
X	

How to Fill: Assign CCD number and date. Clearly describe the change, state the reason, and list reference documents. Specify the method for adjusting Contract Sum and/or Contract Time. Obtain Owner and Architect signatures before issuing. Distribute to all listed parties and file a copy in the project record.