ENGINEERING DEPARTMENT
200 North 3rd Street Fargo, ND 58102
Phone: 701-241-1545 Fax: 701-241-8101

CONTRACTOR'S ORDER

PROJ:	(Imp. Dist. # / Project # and Location)	Contractor's Order #: _____
		Date: _____

TO:	(Prime Contractor, in all cases)	(Subcontractor, if necessary)

The Contractor is directed to proceed as described herein, per the Extra Work provisions of the contract:
Reason:

Per the contract, on or before the thirtieth day succeeding the completion of the extra work authorized by this Contractor's Order (the "Order"), the Contractor shall present to the City Engineer the original "Order" together with a full and complete itemized statement of such extra work, with date of the completion of the work mentioned therein. Upon certification by the City Engineer or an authorized representative as to the correctness of such items with regard to the amount and character of labor performed and materials furnished under the "Order", the City Engineer shall enter the same as part of the estimate of the amount due the Contractor. The Contractor shall not be entitled to payment for any extra work in which he fails to present the "Order" within the time and in the manner herein before mentioned.

Engineer's Representative	**Prime Contractor**	**Subcontractor**
By: _____	By: _____	By: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____