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| MC900434750[1] | The Project Manager or the Consultant fills out this form to provide written instructions to contractors. Instructions involving clarifications or deficient work may be issued directly by the Consultant and copied to the Project Manager. All instructions involving extra work or other changes to the contract must be issued in writing by the Project Manager. Should Site Instructions involve extra work or changes to the contract, then this extra work or change must be addressed by means of a Change Order.  Delete this instruction before printing the form. (Right click, Delete Cells, Delete entire row, OK.) Also delete any editing notes (select note, press Delete key.) |

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|  | Date: | | | | | Select date | |
|  | Project ID: | | | | | 000000000000000 | |
|  | Contract ID: | | | | | 123456 | |
|  | Site Instruction No.: | | | | | 123456 | |
| Location:  Enter Location | Project:  PROJECT LOCATION AND BUILDING NAME | | | | | | |
| To:  Enter Contractor Name | | | | | | | |
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| You are instructed to proceed with the work described below. | | | | | | | |
| These Site Instructions are intended only to record clarifications or interpretations of the Contract Documents, or give direction on problems resulting from field conditions. They are not intended to modify the Contract Documents in any way. If, in your opinion, you are entitled to a change in the Contract Price or Contract Time on account of these Site Instructions, promptly notify the Consultant and the Project Manager accordingly and submit a Change Order Proposal to the Consultant. | | | | | | | |
| Description of work:  Enter description of work | | | | | | | |
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| Project Manager | |  | | | Consultant | |