# **REQUEST FOR CHANGE ORDER AND**

# **NOTICE OF COMPLETION TO GENERAL CONTRACTOR**

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| --- | --- | --- | --- |
| Project Name: |  | Customer Name: |  |
| Project Address: |  | Contract No. |  |
| City, State, Zip: |  | Notice Date: |  |
| Project Owner: |  | Other Reference: |  |

Pursuant to RCW 39.04.360, **(Your Company Name)** hereby gives notice to **(Customer Name)**, and requests a written change order and prompt payment for work satisfactorily completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(date)** for the above-referenced Project and Owner.

The written change order request in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is for completed additional work. Pursuant to RCW 36.04.360, **(Customer Name)** must issue a change order request to the owner no later than 30 days from the date of this notice to avoid any liability for any interest on the unpaid dollar amount noted above.

Within 10 days of receipt of a change order from the above-referenced Owner, **(Customer Name)** must issue a change order to lower-tier subcontractors/suppliers including **(Your Company Name)**.

Absent compliance with RCW 39.04.360, including timely issuance of change orders, **(Your Company)** will add interest at 12% per annum plus legal fees incurred to the unpaid balance due.

Supporting documentation for work performed is attached to this notice.

 Contractor Name & Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_