



## ATTACHMENT “C”

### CHANGE ORDER REQUIREMENTS

Change Orders must be documented on the day they are done with this office being notified via a Change Order request at that time or **shortly** thereafter. If a Change Order request is not received by the subcontractor, no Change Order will be issued. Change Orders received as after thoughts at the end of a project cannot be billed to the owner for reimbursement and therefore shall not be paid to the subcontractor. Once a DBAC, Inc. Change Order has been issued, that Change Order becomes a billable Change Order. Invoices billed with undocumented Change Orders will be rejected prior to payment.