DATE: _____

TO: D5-SpecPhase

FROM: _____, Project Manager

SUBJECT: **Change Memo**

Letting (mo./yr.) _____

Financial Project ID _____

Proposal/Contract ID _____

Federal Aid Project ☐ No ☐ Yes Federal Aid No. _____

County _____ State Road No. _____

The following changes were made to the Plans and/or Estimated Quantities Report during the PS&E Review/Spec Phase (the review period between Production submittal and Transmittal of the package):

Only changes associated with pay items and quantities are required on this change memo.
List all changes affecting the Summary Tables, including pay item additions and deletions.

Sheets No(s).	Description of Change

DATE: _____ ____ of ____

Financial Project ID _____

Proposal/Contract ID _____

Sheet No(s).	Description of Change