

DOTDFORM. 5

Transmittal of Change Ordered Plan Sheets to Construction

Date

Project Number:

Change Order Number:

Project Name:

To:

Construction Section Area Engineer

From:

Name

Section

Cc:

Project Manager

Preliminary Transmittal: Link to electronic change ordered sheets.

[ProjectWise Link to Plans:](#)

Final Transmittal: (10) 11x17 and (4) 22x34 paper sets of change ordered sheets.

Sheet Numbers of Title Sheet, Change Ordered Sheets, and Description of Changes:

Sheet Numbers of VOIDED Sheets:

Changes to Pay Items and Quantities:

Reason(s) for Change Order:

Design/Plan Error(s):

Construction Error(s):

DOTD Incurred Engineering Cost:

Differing Site Conditions:

VE Proposal, Contractor Proposal, or other reason(s):