**SE-232, Page 2 AMENDMENT REQUEST NO.:**

**AMENDMENT REQUEST SUMMARY -**

**SMALL PROFESSIONAL SERVICES CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**NAME OF FIRM:**

**This Contract is requested to be changed as follows:** *(Insert description of change in space provided below.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **ADJUSTMENTS IN THE CONTRACT SUM:** | | | |
| **1.** | **REQUESTED CHANGE TO BASIC & ADDITIONAL SERVICES FEE:** |  |  |
|  | Change in Fee Per This Amendment: |  |  |
|  |  |  |  |
| **2.** | **REQUESTED CHANGE TO REIMBURSABLE EXPENSES:** |  |  |
|  | Change in Amount Per This Amendment: |  |  |
|  |  |  |  |
| **3.** | **REQUESTED CHANGE TO TOTAL CONTRACT AMOUNT:** |  |  |
|  | **Total Amendment Amount:** |  | $ 0.00 |

**A/E ACCEPTANCE:**

**BY: Date:**      

*(Signature of A/E Representative)*

**Print Name of A/E Representative:**      

**Instruction to A/E:** Attach documentation as needed to justify the requested change to the contract and submit to Agency.