**OAA Standard Form for**

**Extra Services or Contract Change**

Editing is required prior to use. Select either the Architect or Licensed Technologist OAA form. Select the appropriate clauses for the fee types. Edit for the appropriate contract clauses. Delete the unneeded clauses and these instructions. Delete the OAA logo. Copy to your practice’s letterhead.

**Identification of Contract**

Client:

Client Ref. No.

Architect:

Proj. No.

Project Name:

Contract: e.g. OAA 600-2021 A Dated:

Consistent with the *Contract* cited above, the following is an amendment to such *Contract* resultant from a change in the scope of services to be supplied, which amendment includes a description of any and all resultant adjustments in the *Contract Price* and *Contract Time* except as noted herein.

**Description of Extra Services, including Changes to Scope of Basic Services and Additional Services**

Changes to the *Basic* *Services* and *Additional Services* provided under the *Contract* are as follows:

(Identify the item number from Schedule 2 or 3 to identify changes to such *Services* in the *Contract*)

Item Changes in *Basic Services* in Schedule 2, including addition of *Extra Services* from Schedule 2

Item Changes in *Additional Service* in Schedule 3, including addition of *Extra Services* from Schedule 3

Description of *Extra Services* to be provided under the *Contract* are as follows:

(Include description of any *Services* not originally contemplated in the *Contract* and not identified in Schedules 2 or 3)

Where the change to the *Contract* described herein involves the removal of *Basic Services* or *Additional* *Services* under the *Contract*, the *Contract Price* is hereby decreased by the sum of $ exclusive of *Value Added Taxes.*

Where any *Extra* *Services* described herein are to be provided at a fixed fee, the *Contract Price* is hereby increased by the sum of $ exclusive of *Value Added Taxes*.

Where any *Extra* *Services* described herein are not to be provided at a fixed fee, the additional cost for those *Extra Services* is capped at a maximum of $ exclusive of *Value Added Taxes*. Unless approved by separate change to the *Contract*, any fees incurred in respect of the *Extra Services* described herein beyond this maximum will be paid by the *Architect* without reimbursement by the *Client*.

Where the *Extra* *Services* described herein are to be provided on a time basis or at a unit rate, the rate shall be as per of the rates stipulated in [Article A18/Schedule 2] of the *Contract* or as otherwise agreed herein.

For the change to the *Contract* described herein, the *Contract Time* shall be increased/decreased by \_\_\_\_ *Working Days.*

**Approval by Client**

I certify that I am authorized to sign on behalf of the *Client* named in the *Contract* identified above.

Signature Date

Printed Name Position/Title

Signature Date

Printed Name Position/Title

Corporate Seal (Where applicable)

**Approval by Architect**

I certify that I am authorized to sign on behalf of the *Architect* named in the *Contract* identified above, as applicable

Signature Date

Printed Name Position/Title

Corporate Seal (Where applicable. This is not the seal issued by the OAA.)

**OAA Standard Form for**

**Extra Services or Contract Change**

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**Identification of Contract**

Client:

Client Ref. No.

Licensed Technologist OAA:

Proj. No.

Project Name:

Contract: e.g. OAA 600-2021 LT Dated:

Consistent with the *Contract* cited above, the following is an amendment to such *Contract* resultant from a change in the scope of services to be supplied, which amendment includes a description of any and all resultant adjustments in the *Contract Price* and *Contract Time* except as noted herein.

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Item Changes in *Basic Services* in Schedule 2, including addition of *Extra Services* from Schedule 2

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(Include description of any *Services* not originally contemplated in the *Contract* and not identified in Schedules 2 or 3)

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Where the *Extra* *Services* described herein are to be provided on a time basis or at a unit rate, the rate shall be as per of the rates stipulated in [Article A18/Schedule 2] of the *Contract* or as otherwise agreed herein.

For the change to the *Contract* described herein, the *Contract Time* shall be increased/decreased by \_\_\_\_ *Working Days.*

**Approval by Client**

I certify that I am authorized to sign on behalf of the *Client* named in the *Contract* identified above.

Signature Date

Printed Name Position/Title

Signature Date

Printed Name Position/Title

Corporate Seal (Where applicable)

**Approval by Licensed Technologist OAA**

I certify that I am authorized to sign on behalf of the Licensed Technologist OAA named in the *Contract* identified above, as applicable.

Signature Date

Printed Name Position/Title

Corporate Seal (Where applicable. This is not the seal issued by the OAA.)