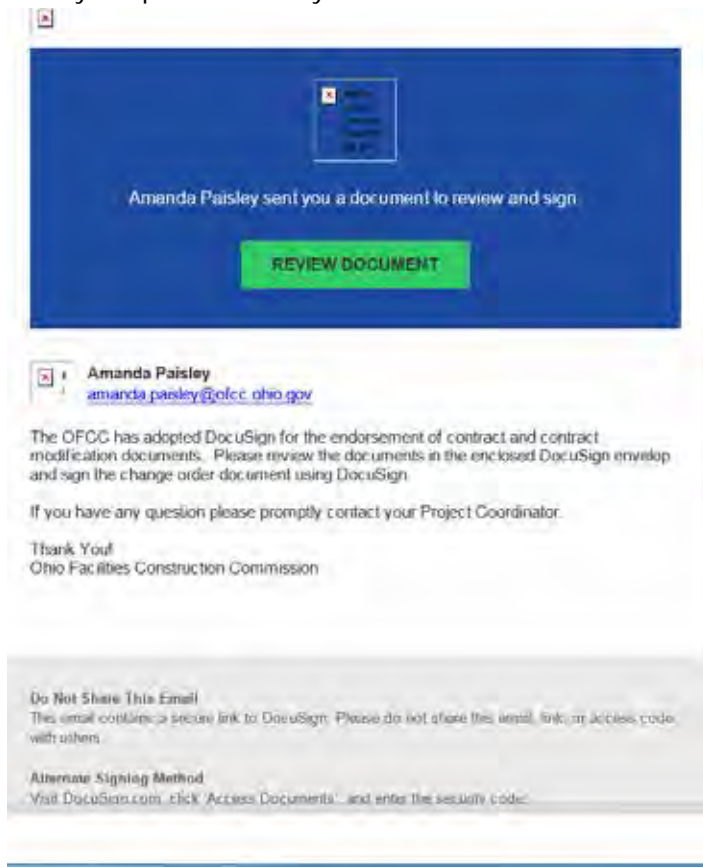


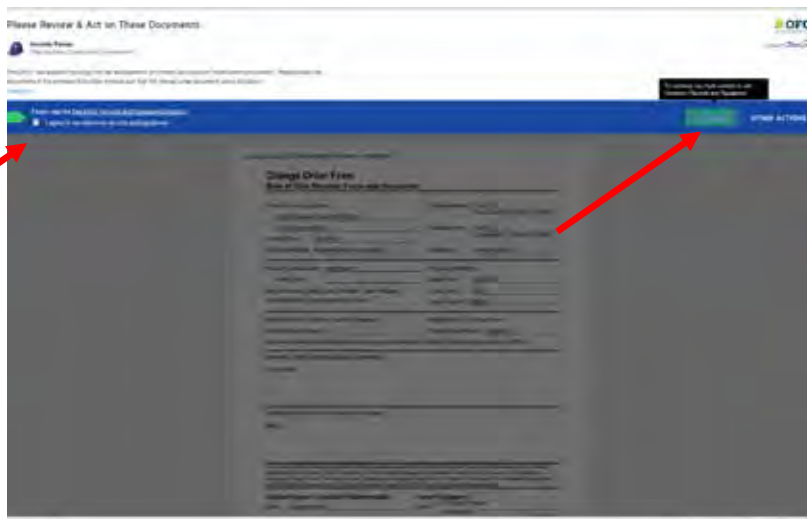
The docusign document will come to you via email.

- a. Once you open the email you will see the below screen. Please click Review Document.



You will then see the below secondary screen.

- b. Click the check box below indicating the you agree to use the electronic records and signatures.
- c. Click Continue



d. Scroll down the page, click Next

Contract Consideration Date and Contract Form are not shown until the Contract NOA has been processed (DAM:DC)

Description (attach additional pages as necessary)

Testing

Architect (attach additional pages as necessary)

Request

The Change Order identifies and provides full and complete satisfaction to all third and related party (including Service) of all items submitted in the Contract Form for Completion. In the event that changes in this scope of work are made, the contractor shall be held responsible for a complete report. (Note: "Completion means "Substantial Completion" under the 2013 Edition of the ConsensusDocs Standard Requirements for Public Facility Construction and Contract Completion under the 2013 Edition of the ConsensusDocs Standard Requirements.)

Architect/Engineer / Criteria A/E Recommendation		Owner 1 Acceptance	
Name: Steve May	Signature: [Signature]	Name: [Signature]	Date: 1/21/2013
Electronically Signed: 1/21/2013	Date: [Date]	Signature: [Signature]	Date: [Date]

CM Advisor / Owner Agent Recommendation (if any)		Owner 2 Acceptance (if applicable)	
Name: [Name]	Signature: [Signature]	Name: [Name]	Date: [Date]
Electronically Signed: [Date]	Date: [Date]	Signature: [Signature]	Date: [Date]

Contractor / CM at Risk / Design-Build Approval		Contracting Authority Approval	
Name: Steve May	Signature: [Signature]	Name: [Name]	Date: [Date]
Electronically Signed: 1/21/2013	Date: [Date]	Signature: [Signature]	Date: [Date]

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e. Click Sign

Do your signature.

Description (attach additional pages as necessary)

Testing

Architect (attach additional pages as necessary)

Request

The Change Order identifies and provides full and complete satisfaction to all third and related party (including Service) of all items submitted in the Contract Form for Completion. In the event that changes in this scope of work are made, the contractor shall be held responsible for a complete report. (Note: "Completion means "Substantial Completion" under the 2013 Edition of the ConsensusDocs Standard Requirements for Public Facility Construction and Contract Completion under the 2013 Edition of the ConsensusDocs Standard Requirements.)

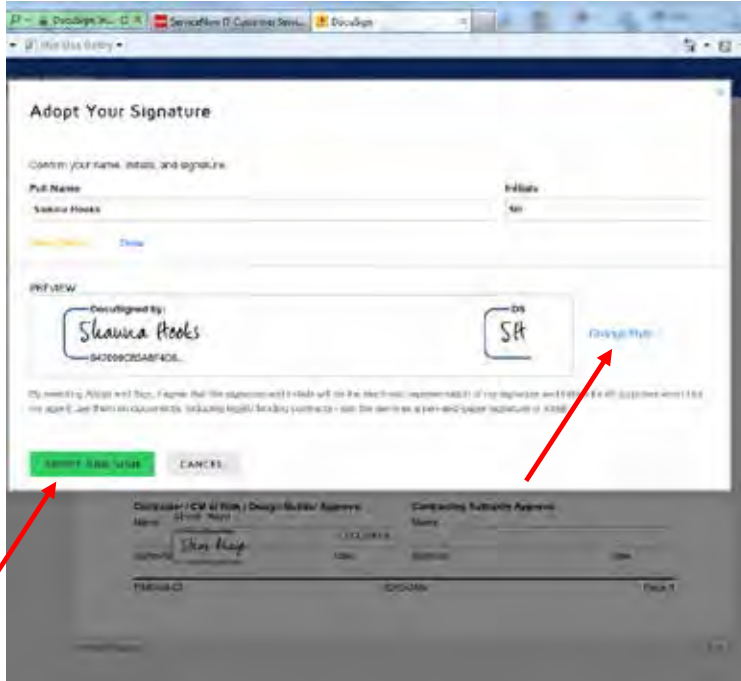
Architect/Engineer / Criteria A/E Recommendation		Owner 1 Acceptance	
Name: Steve May	Signature: [Signature]	Name: [Signature]	Date: 1/21/2013
Electronically Signed: 1/21/2013	Date: [Date]	Signature: [Signature]	Date: [Date]

CM Advisor / Owner Agent Recommendation (if any)		Owner 2 Acceptance (if applicable)	
Name: [Name]	Signature: [Signature]	Name: [Name]	Date: [Date]
Electronically Signed: [Date]	Date: [Date]	Signature: [Signature]	Date: [Date]

Contractor / CM at Risk / Design-Build Approval		Contracting Authority Approval	
Name: Steve May	Signature: [Signature]	Name: [Name]	Date: [Date]
Electronically Signed: 1/21/2013	Date: [Date]	Signature: [Signature]	Date: [Date]

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- f. Ensure that your full name and initials are displayed appropriately and adjust if necessary.
- g. Click the Change Style to view the styles of signature and choose your preferred style
- h. Click adopt and sign



Once complete you will receive the below pop up, the pop up is an invitation to demo your own docuSign account.

- i. Click "No Thanks" to leave the screen.

