



ELITE RETAIL SERVICES, INC.

**MAIN OFFICE ADDRESS: P.O. BOX 618
LAKE JACKSON, TX 77566 PHONE: 979-285-0712 FAX: 979-285-0714**

CHANGE ORDER PROCEDURES

All Change Orders for additional work will be submitted to the Project Manager with **REAL** estimated costs of labor and material for the additional work. The Project Manager will submit this to the Owner for approval. Upon approval from the Project Manager, you will be authorized to complete the additional work. **OUR ONSITE SUPERINTENDENT CANNOT APPROVE CHANGE ORDERS OR DIRECT YOU TO PROCEED WITH ANY WORK NOT COVERED BY YOUR ORIGINAL CONTRACT OR PROPERLY EXECUTED CHANGE ORDER.** We will NOT sign your change order, nor will we pay for any change orders that do not have the Project Manager's signature or Project Manager Authorization.

AFTER COMPLETION OF EXTRA WORK ALL BACKUP AND INVOICES FOR SAID WORK WILL BE SUBMITTED TO ELITE'S PROJECT MANAGER WITHIN 5 WORKING DAYS OF COMPLETION OF WORK OR IT WILL NOT BE PAID.

NO CHANGE ORDERS WILL BE PAID AFTER STORE OPENING.

ALL CHANGE ORDERS MUST BE ON SEPARATE INVOICES.