

Task	Responsibility and Information Flow	Notes
Prepare and issue change orders (CO) as required, once adjustments to the contract price and time have been agreed to by the contractor, consultant and owner	Architect	
Obtain client's signature/approval for COs For purposes of payment certification, contract values are not changed until a CO has been approved by the client	Architect to owner; returned to architect	
Obtain contractor's signature/approval for COs Confirms acceptance, acts as authority to proceed with associated work and adds values of CO to subsequent progress claims	Architect to general contractor; returned to architect	
Forward copies of signed documents confirming acceptance and approval to all parties including consultants for information and action	Architect	
Add only the values of <i>approved</i> COs to the contract, for the purposes of Payment Certification	Architect	