***Field Order Authorization to Proceed is to be provided to the consultant on Campus letterhead. This sample letter is provided for your adaptation and use.***

*(insert date)*

*(insert recipient name)*

*(insert recipient address)*

**Subject: Field Order Authorization to Proceed**

**Project No.** *(insert project number)*

**Project Title** *(insert project name)*

**Contract No.** *(insert contract number)*

Dear *(insert recipient name)*,

You are hereby authorized and directed under the subject contract to make the changes set forth in the following field order.

* Field Order Number \_\_\_\_\_\_\_
* Contractor Field Order Proposal Number \_\_\_\_\_\_\_
* Estimated Field Order Amount $\_\_\_\_\_\_

The terms and conditions of the said contact are in full force and effect and shall apply in their entirety. Upon receipt of this Authorization Letter this Field Order becomes part of the Contract, and you are obligated to immediately proceed with the work. You may apply for reimbursement from the field order allowance as work progresses.

Sincerely,

*(insert campus contact name)*

*(insert title)*

*(insert contact address)*

Enclosures

1. *(list enclosures)*