



# CONSTRUCTION ONE

101 E Town St., Ste 401, Columbus, OH, 43215 Phone (614) 235-0057

## CHANGE ORDER

### Instructions for change orders

1. Digitally Sign the document via DocuSign
2. Return the completed documents via scan and email to Bonnie Smith at [BSmith@constructionone.com](mailto:BSmith@constructionone.com) or mail a hard copy to the office. **FAXED COPIES OF CHANGE ORDERS WILL NOT BE ACCEPTED**

### Applying for payments

1. Invoices must include the project name, contract number/change order number, and job address
2. Email invoices to Laura Momeyer at [lmomeyer@constructionone.com](mailto:lmomeyer@constructionone.com) or mail a hard copy to the office. **FAXED COPIES OF INVOICES WILL NOT BE ACCEPTED**
3. After payment has been processed you will receive a lien waiver via email. Subcontractors may collect payment once the following conditions are met:
  - a. Lien waivers must be notarized and sent back to Construction One via USPS, UPS, FedEx or hand delivery. **EMAILED AND FAXED COPIES OF WAVIERS WILL NOT BE ACCEPTED.**
  - b. Contracts and current change orders (If applicable) must be signed and returned.
  - c. Liability Insurance must be up to date and on record with Construction One.
  - d. All warranty and close-out documentation must be submitted prior to the issuance of any final project payment
4. Construction One will mail out all payments via USPS unless the subcontractor supplies a UPS or FedEx account number.

### Contact Info

- Accounts Payable- Laura Momeyer [LMomeyer@constructionone.com](mailto:LMomeyer@constructionone.com) 614-961-1148 Direct dial
- Accounting Assistant- Bonnie Smith [BSmith@constructionone.com](mailto:BSmith@constructionone.com)
- Subcontract Questions- Lara Matetich [LMatetich@constructionone.com](mailto:LMatetich@constructionone.com)



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## CHANGE ORDER

To National Tab LLC  
 1329 E Kemper Rd  
 Suite 4210  
 Cincinnati, OH 45246

Job # 21-410  
 Contract # 21-410S-04  
 Change Order # 1  
 Date 8/18/2022  
 Project Nike Live-Cary

Amended Agreement – Purchase Orders as Follows:

RFC #	Value	Notes
1	Add \$3,500.00	Provide test and balance of HVAC equipment including but not limited to FCU's, VAV, MUA, exhaust fans, and air devices. Return Trip one = \$1,500.00 Return Trip two = \$2,000.00

This change order becomes an integral part of the subcontract-purchase order, all other terms, conditions and stipulations remaining in full force and effect and applying hereto.

Original Contract Amount		\$4,865.00
Previously Approved Change Orders	Add	\$0.00
Previous Contract Amount		\$4,865.00
Amount This Change Order	Add	\$3,500.00
Revised Total Amount	Construction One	\$8,365.00

**Please sign & return for our records**  
 Project Manager

VP NATIONAL

Construction One, Inc.:

National Tab LLC:

DocuSigned by:

DocuSigned by:

*Philip Rankin*

*Will Turnbough*

(Authorized signature – title)

(Authorized signature – title)