Service Request
Change Order

Seattle City Light

This request contains changes to the original project scope sent to Seattle City Light (SCL). This includes design changes, changed conditions, project cancellation, or a request for overtime. **It is understood that the requested change order may alter the project's price and schedule.**

Customer Name:		**Date:**
Service Address:		**Phone:**

Reason for Service Request Change Order
☐ **Design Change** ☐ **Revised Plans Included**
☐ **Project Postponed** ☐ **Project Canceled**
☐ **Overtime Request** ☐a.m. OT Work is requested to be completed by: **Date**:_____ **Time**:_____ ☐p.m.
Briefly describe the scope of the Service Request Change Order:
Printed Name of Authorized Project Representative Title
Signature of Authorized Project Representative Date
Mail to: Seattle City Light, Attn: Intake Desk, 1300 N 97th St., Seattle WA 98103-3320

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FOR INTERNAL USE ONLY	
SR#:	**WO#:**
SPLAN#:	**Change Order #:**
Change Review Evaluation:	
1. Is there a change in labor hours and/or materials? ☐ Yes ☐ No	
2. Is an engineering review required? ☐ Yes ☐ No	
3. Is there sufficient information to proceed? ☐ Yes ☐ No	

Service Request Change Order Form copy sent to (check all that apply)

☐ ESR/ESE ☐ Engineer

Work Units affected by the change were notified (check all that apply)

☐ Crew(s) ☐ Crew Coordinator(s) ☐ Cost Accounting ☐ Meter ☐ Other _____

Notes:

Proposed Response:

Estimated Cost of Change:

Request processed by:	Title	Date
Response approved by:	Title	Date