

Joe Contractor  
233 West Beaver Avenue  
State College, PA 16801

September 10, 2002

Sidney Professional  
113 Park Avenue  
University Park, PA 16802

Re: Change Order, Renovation to Hammond Bldg.  
Project No. 02-66666

Dear Sidney:

Attached is our cost breakdown to add a transformer and vault to the above Project. The required wiring is included as is the touch-up painting to the building exterior. No additional time is required as this work was performed concurrently with the Project and did not impact our critical path.

Your prompt review and transmission to the Project Manager is appreciated.

Sincerely,

Mike Superintendent