

<b>Project</b>		<b>Date</b>	
<b>Project Location</b>		<b>Architect's Project Number</b>	
<b>Owner/Client</b>		<b>File 6BL This is page 1 of</b>	
<b>To</b>		<b>Attention</b>	
<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Delivered via:</b>	<input type="checkbox"/> <b>Messenger</b>	<input type="checkbox"/> <b>Hand carried</b>	<input type="checkbox"/> <b>Facsimile</b>
	<input type="checkbox"/> <b>Express</b>	<input type="checkbox"/> <b>Pick-up</b>	<input type="checkbox"/> <b>E-mail Address</b>
	<input type="checkbox"/> <b>Mail</b>	<input type="checkbox"/> <b>UPS</b>	<input type="checkbox"/> <b>Website Address</b>
<b>This Bulletin Conveys to Contractor</b> (Check one of the following five choices.):			
<input type="checkbox"/> <b>Architect's Authorization for Minor Changes</b> Architect recommends modifications to the Work as described below.			
<input type="checkbox"/> <b>Architect's Clarification / Supplemental Instructions</b> (Use this Bulletin form in place of <i>Architect's Supplemental Instructions</i> form.) Contractor shall carry out the Work in accordance with the following supplemental instructions.			
<input type="checkbox"/> <b>Architect's Confirmation of a Field Order</b> (Use this Bulletin form in place of a <i>Field Order</i> form.) This confirms Architect's verbal instructions to (individual's name) _____ on (date) _____, as described below. Note: The above three choices are each subject to the following terms: The change(s), clarification(s) and/or confirmation(s) described below is/are issued in accordance with the Contract Documents, without change in Contract Sum and/or Time.			
<input type="checkbox"/> <b>Architect's Request for Contractor's Proposal</b> (Use this Bulletin form in place of an <i>Estimate Request</i> form.) Please submit an itemized proposal for changes in the Contract Sum and/or Time for proposed modifications to the Contract Documents described herein. Submit proposal <b>within _____ days</b> or notify the Architect in writing of the date on which you anticipate submitting your proposal. This is not a Change Order or a Construction Change Directive or a direction to proceed with the Work described in the proposed modifications.			
<input type="checkbox"/> <b>Other:</b> As described below.			
<b>Attachments</b>			
<b>Requested by</b> <input type="checkbox"/> Architect <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other (specify): _____			
<b>Issued by Gensler by</b>		<b>Date Signed</b>	
<b>Issued by Owner by</b>		<b>Date Signed</b>	
<input type="checkbox"/> Required; Please return signed copy to Gensler		<input type="checkbox"/> Not Required	
<b>Accepted by Contractor by</b>		<b>Date Signed</b>	
<input type="checkbox"/> Required; Please return signed copy to Gensler		<input type="checkbox"/> Not Required	
<b>Distribution</b>			
<b>Prepared by Gensler by</b>		<b>Date Signed</b>	
<b>Instructions / Description / References / Dates</b>			
Begin text here...			