# Template for the Change Order (SSA-K)

# Change Ordrer

*The template is only meant as an example. The final template will depend on the Customers contract management system at any time. The content will mostly be the same, but can be adjusted in accordance with the Customers or the Suppliers wishes.*

| Number of change ordrer: | Contract: | Issued date: |
|---|---|---|
| **Customer:** AtB | | **Supplier:** |

**Description of the Change:** *(to be completed by the Customer)*

| | |
|---|---|
| **Duration:** | |
| **Date of implementation:** | |
| **Deadline for feedback to AtB:** | |

**Description of the practical and financial consequences of the Change:** *(to be completed by the Supplier, in accordance with the Contracts clause 1.4.1)*

**The Suppliers description of the practical and financial consequences of the Change are:**
*(The Customer must check off the applicable option)*

☐ <u>Accepted</u>, which means this form is considered a Change Order, cf. The Contract clause 1.4.2

☐ <u>Not accepted</u>, which means this form is considered a disputed Change Order, cf. The Contract clause 1.4.7.

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**The reason why the Change Order is disputed:** *(to be completed by the Customer if it is checked for option 2 above; the change is not accepted, cf. the Contract 1.4.7)*

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Place/Date:                                                                 Place/Date:


_____                          _____
Signature from the Customer                                   Signature from the Supplier