

# WHY CHANGE ORDER FEES?

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## WHY DO WE CHARGE ADMINISTRATIVE FEES TO PROCESS CHANGE ORDERS?

Every time a change is made after the initial contract is signed, it takes extra resources and many hours of additional labor in order to carry out the request. It typically does not cover the costs of updating the selections, the time involved to stop the already issued Purchase Order, reconcile and re-issue a new Purchase Order, re-ordering of the new material(s) – then distributing the updated changes to all vendors. We lose money every time we do a change like this. What the change order fee does is help to cover some of the costs for time involved with changing of anything.

## CHANGE REQUEST PROCESS

1. Take the request
2. Write up the request
3. Purchasing reviews & assigns
4. Calls trade partners for updated estimate for installation
5. Compiles pricing
6. Plans are sent to drafter for changes
7. Drafter makes changes to plan and sends back
8. Plans are received - update servers, file old plans
9. CEO or COO ensures all is accurate to authorize
10. Disburses to owner for acceptance
11. Collects pre-payments and signatures
12. Write and distribute purchase order to trade partner(s)
13. Calls and e-mails Builder to notify
14. Builder coordinates performance of change with trade partners
15. Builder inspects job to make sure it has been done correctly



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