

Amendment

STEP 1

Mandatory information that will be automatically incorporated into the Amendment

What number was given to the original Contract? If none, please contact your section.

Amendment number (1st, 2nd...?)

Effective date of the Amendment (yyyy-mm-dd)

Name of the Supplier

Address of the Supplier

Name of the Business approver of the University:

Name of Project Authority:

Name of the Contract Authority - Procurement Approver:

STEP 2

Information regarding Amendment/s to be made to the Contract

Amendments both parties wish to make to the contract

If adding TIME, enter the Contract's revised end date. (yyyy-mm-dd)

If adding WORK, enter the Services to add to the contract.

If adding MONEY, enter the additional fee that will be paid to the Supplier.

4. All the terms and conditions of the Contract, except as stated in this Amendment, shall remain unchanged.
5. This Amendment once signed by both Parties shall form part of the Contract.
6. If any terms and conditions of the Contract are contrary to this Amendment, this Amendment shall prevail.

IN WITNESS WHEREOF the Parties have signed this Amendment on the day, month and year first mentioned above.

Name of supplier:

Per: I have the authority to bind the corporation.

Signature :

Name :

Date :

UNIVERSITY OF OTTAWA

Signature – Project authority:

Name :

Date :

Signature – Business Approver:

Name :

Date :

Signature – Contract Authority:

Name :

Date :