APPENDIX E: PROJECT WORK ORDER (CONTRACTING OUT)

Referenced Agreement

This work order is part of an agreement between __________________ and __________________ for municipal engineering services.

Project Location Description

A map depicting the location is attached.

Obligation of the City/County

The city/county shall provide the following items to the consultant: ____________________________

Scope of Consultant Services

Schedule

Field meeting date: __________________________
Estimated date of preliminary deliverable: __________________________
Estimated date of final deliverable: __________________________

Compensation

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor cost</td>
<td>$</td>
</tr>
<tr>
<td>Direct expenses</td>
<td>$</td>
</tr>
<tr>
<td>Subcontractor cost</td>
<td>$</td>
</tr>
<tr>
<td>Overhead</td>
<td>$</td>
</tr>
<tr>
<td>Maximum payable</td>
<td>$</td>
</tr>
</tbody>
</table>

Authorization

City/County __________________________
Contractor __________________________

City/County Administrator __________________________
Project Manager’s Name/Title __________________________

Signature __________________________
Signature __________________________

Date __________________________
Date __________________________