

UNIVERSITY of HOUSTON SYSTEM

JOB ORDER FORM

This **JOB ORDER** (“*Job Order*”) is subject to all terms and conditions of the **AGREEMENT FOR JOB ORDER CONTRACTING SERVICES** by and between the **UNIVERSITY OF HOUSTON SYSTEM** (“*Owner*”) and **[NAME OF CONTRACTOR]** (“*Contractor*”) dated **[date]** (the “*Agreement*”).

Contract Number:	
Job Order Number:	
Project Name:	
Project Location:	
Project Manager:	

Contractor is hereby directed to perform the Work as described below in accordance with Contractor’s Project Proposal dated **[date]** in accordance with the terms and conditions of the Agreement.

SCOPE OF WORK:

CONTRACT SUM: \$[number]

Contractor will invoice Owner monthly or upon completion of this Job Order for unpaid compensation earned. Invoices must reference contract number and job order.

SCHEDULE: Contractor shall achieve [**Substantial Completion** (use if cost of the project is over \$100,000) / **Final Completion** (use if cost of the Project is under \$100,000)] within [duration] days after the Date of Commencement of the Work specified the Notice to Proceed, subject to adjustments of Contract Time as provided in the Agreement.

LIQUIDATED DAMAGES: Contractor shall pay to Owner liquidated damages in the amount of \$[number] for each day completion is delayed beyond the date of [**Substantial Completion** (use if cost of the project is over \$100,000) / **Final Completion** (use if cost of the Project is under \$100,000)].

CONTRACT TOTALS:

Cost of this Job Order	\$_____
Cost of Job Orders Issued to Date	\$_____
Aggregate Total	\$_____

Owner and Contractor have executed and delivered this Job Order on the dates set forth below.

OWNER:

CONTRACTOR:

[LEGAL NAME OF CONTRACTOR]

UNIVERSITY OF HOUSTON SYSTEM

By: _____
[Name]
[Title]

By: _____
[Name]
[Title]

Date: _____

Date: _____

NOTE: When invoicing, please refer to Contract No. [number] and Account No. [number].