JOB ORDER

This job order confirms that the Board of Trustees of the University of Arkansas, acting for and on behalf of [*insert campus name*] (“Owner”) has engaged [*insert name of contractor*] (“Contractor) to provide job order contracting services for [ *insert project number or name*] (the “Project”) on the following terms.

1. The Work shall be performed under the terms of the job order contract dated [*insert JOC date*] between the Contractor and the Board of Trustees (the “Contract”), as supplemented by the plans and specifications for the Project. Capitalized terms in this job order have the meaning ascribed to them in the Contract.
2. The Project shall consist of [*insert a brief description of the project*].
3. The Contract Sum for the Project shall be $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as described in the attached Job Order Summary.
4. The Project shall commence within \_\_\_\_ days of Owner’s Notice to Proceed, and shall be completed no later than \_\_\_\_\_\_\_\_\_\_\_.
5. Before the Project commences the Contractor shall provide to Owner satisfactory evidence of current insurance coverage for, at a minimum, the types and amounts of coverage described in the Contract, and shall provide to Owner satisfactory evidence that Owner has been named as an additional insured for the Project. Additional insurance requirements for this job order are as follows:
	1. [*insert any additional requirements pertinent to this job – such as hazardous materials removal and similar specialty insurance, or changes in amounts required by the nature of the work*].
6. Owner has [or has not] engaged an [architect or engineer] to supervise the Work. The [architect or engineer] shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Liquidated damages for delay, on the terms described in the Contract, may be assessed against the Contractor in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ for each calendar day by which completion is delayed beyond the completion date stated in this job order.
8. Before the Project commences the Contractor shall provide a payment and performance bond, in form and with a company satisfactory to Owner, in an amount no less than the Contract Sum, and shall file such bond with the circuit clerk of the county in which the Project is located.

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| Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |