The printed forms outlined below shall form the basis of communication between the Consultant and the Contractor. Copies of forms unrelated to the issuance of monies, shall be kept on the site; neatly filed and readily accessible to the parties concerned.

1. TRANSMITTAL RECORD

   A record of material issued by the Consultant or Contractor.

2. GENERAL REVIEW REPORT

   A progress ("Site Visit") report completed by the Consultant or Consultant on a regular basis.

3. PROPOSED CHANGE NOTICE

   A description of contemplated changes to the Contract.

4. CASH ALLOWANCE CHANGE ORDER

   Assignment of money for work executed under the Cash Allowance Section.

5. CHANGE ORDER

   Assignment of money for work executed beyond the financial limits of the Contract.

6. CHANGE DIRECTIVE

   A description of a change in the work when the Owner requires the Contractor to proceed with a change in the work prior to the Owner and the Contractor agreeing upon the adjustment in Contract Price and Contract Time.

7. CERTIFICATE FOR PAYMENT

   For release of contract money based on monthly progress draws.

8. SUPPLEMENTAL INSTRUCTIONS

   A description and/or clarification for the purpose of recording a clarification or interpretation of the contract documents or giving directions on problems resulting from field conditions.

End of Section 01 80 00