

Project Number: «ProjectCustom_ProjectNumber»

Project Name: «Project_Name»

Building Name/Number: «ProjectCustom_Building»

TASK ORDER AUTHORIZATION

TASK ORDER NUMBER: _____

TO: «ProcessFields_CompanyNamenoCarat»
«Company_Address»
«Company_City», «Company_State» «Company_Zip»

FROM: The Pennsylvania State University

When executed by the University, the Design Professional is authorized to perform the Task Order, including design and consulting services, for the Detailed Scope of Work, dated {MM/DD/YYYY}, described in brief below:

Description: «ProcessFields_ScopeofWork»

This Task Order is for the following Lump Sum, based upon the Proposal, Detailed Scope of Work and Billable Rates:

_\${AMOUNT IN FIGURES}

The University reserves the right to increase or decrease the quantity and scope of any item or portion of the Work, or to omit any item or portion of the Work. By submittal of this Task Order your A/E Team acknowledges and concurs, without exception, with all terms, conditions, and provisions of the Master Form of Agreement 1-U.

«ProcessFields_CompanyNamenoCarat»:

University:

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

(Date)

(Date)

Attachments Required:

- Proposal Letter
- Detailed Scope of Work
- Billable Rates