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**Woodforest National Bank**  
400 W Davis, Suite 120  
Conroe, TX 77301  
March 6, 2026

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**Construction Manager:** First Last  
**Client/ Owner:** First Last

**Project Number:** #####  
**Prepared by:** First Last

**Delivery Method:**

- |                                    |                                       |                                  |  |
|------------------------------------|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Messenger | <input type="checkbox"/> Mail         | <input type="checkbox"/> UPS     | <input type="checkbox"/> Fax                   |
| <input type="checkbox"/> Express   | <input type="checkbox"/> Hand Carried | <input type="checkbox"/> Pick-Up | <input checked="" type="checkbox"/> Electronic |
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**Architect's Authorization for Minor Change:**

- The Architect recommends changes to the Work as described herein provided there is no change in the Contract Sum or in the Time of Completion.
- The Architect recommends changes to the Work as described herein provided there is no change in the Contract Sum or in the Time of Completion; however, the Construction Manager shall not proceed with the work until his receipt of the Owner's written authorization.

**Estimate Request:**

- The Construction Manager is to submit to the Owner and Architect and itemized list of proposed costs or credits and a statement of change in Time of Completion, if any, for work as modified below, provided, however, that the Construction Manager is not to proceed with the work until his receipt of the Owner's written authorization.

**Notice of Clarification:**

- Items below are for clarification or information only and NOT intended to change the Contract Sum or the Time of Completion.

**Other:**

- As described herein.
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**The proposed Contract Documents are modified as follows:**

**Item 01** Reference Sheet P-1.01: Update of grease trap plumbing.

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Distribution: Insert names here.

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*The above instructions are issued to the Construction Manager. The Construction Manager shall promptly inform subcontractors and all others performing or supplying the Work of all relevant content of this Bulletin. If any changes to the Contract Sum or Time are required, Construction Manager shall submit quotation showing change in Contract Sum or Time within 10 days following the date of this bulletin, unless otherwise indicated below. This bulletin is not a substitute for a Change Order, which is required to be executed in accordance with the conditions of the Contract for any change to the Contract.*