

Submit in duplicate with all backup documents.

CHANGE ORDER SUMMARY

CONTRACTOR NAME****

Contractor/Subcontractor Name	Total (from cost breakdown)	Markup on sub (if applicable)**	Total
1. Joe Contractor	\$116.73	\$1,295.15	\$1,411.88
2. Bill Subcontractor	\$12,951.48		\$12,951.48
3.			\$0.00
4.			\$0.00
5.			\$0.00

Total (L/M/E/S) \$14,363.36

Business Privilege Tax N/A
(Only Where Applicable)

TOTAL THIS CHANGE \$14,363.36

Notes

- * Base Rate and Fringe Rate from Certified Payrolls
- ** Refer to General Conditions for maximum percentages
- *** Penn State is a tax-exempt entity and does not pay sales tax on exempt "Building machinery and equipment items" under Act 45
- **** Each contractor (prime or sub) involved with this change must submit cost breakdown sheet and be identified as Sub or Prime contractor

COST BREAKDOWN

CONTRACTOR NAME PRIME ▼
Joe Contractor

LABOR COST

Classification	Certified Payroll Base Rate *	Fringe Benefits (as defined by L&I) *	Total Hourly Rate	Hours	Total
Painter	\$20.00	\$10.00	\$30.00	2	\$60.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
Sub-Total					\$60.00

On Base Labor Rate ONLY	{	Social Security @	6.20%		\$2.48
		Medicare @	1.45%		\$0.58
		Unemployment @	4.50%		\$1.80
		Workmans Compensation @	4.50%		\$1.80
		Public Liability Insurance @	1.80%		\$0.72
		Sub-Total			
** Labor Markup (15.00%)				\$10.11	
TOTAL LABOR				\$77.49	

MATERIAL COST (attach material list if necessary, insert totals as shown)

Item	Quantity	Unit Cost	Total Cost
Paint	2 Gal.	\$17.00/Gal	\$34.00
			\$0.00
			\$0.00
			\$0.00
Sub-Total			\$34.00

** Material Markup (10.00%)	\$3.40
*** Applicable Sales Tax	\$2.04
MATERIAL TOTAL	\$39.44

EQUIPMENT COST (equipment cost for owned equipment (depreciation, insurance, etc.) or documentation supporting lease of equipment)

Classification	Hour Rate	Hours	Total Cost
			\$0.00
			\$0.00
Sub-Total			\$0.00

** Equipment Markup (_____)	\$0.00
EQUIPMENT TOTAL	\$0.00

LME TOTAL **\$116.93**