

**APPROVED BY:**

For Commander, NAVFAC [Insert Command]:

Date: [Month Day, Year]

WORK ORDER NO. [XXXXX]

[CONSTRUCTION CONTRACT NO. (for Construction Contract)

[NXXXXX-XX-C-XXXX]] or [A/E CONTRACT NO.(for RFP Development Contract)

[NXXXXX-XX-D-XXXX]]

APPROPRIATION: [\_\_\_]

**Project Title**

At the

**Project Location**

(Station Project Number)

**SUBMITTED BY:**

Contractor Company Name

(Or A/E Firm Name, if for RFP Development only)

Street Address

City, State Zip

**PREPARED BY:**

Architectural: (Name, Professional Registration, Firm, typical)

Interior Design

Structural:

Mechanical:

Lead Architect or Engineer: (Name, Seal and Sign coversheet)

A/E Firm Name: (If different from Contractor’s Name)

Date: [Month Day, Year]

Electrical:

Fire Protection:

Civil:

Geotechnical: