



TASK ORDER

City of Olympia | Capital of Washington State

Project Manager	Project #	Pro-Law #	Task Order #	Contract Expiration Date:		Administration Use ONLY	
			1	Total Actual Amounts Paid	Budget Verified	Admin Staff	Date
Not-to-Exceed Amount	Task Order # 1 Amount	Total Contracted	Total Contract Remaining				
		\$ -	\$ -		Contract Terms Verified		

Contractor Name:

Contract Title: _____ **Start Date:** _____

Task Order Name:

Scope of Work:

Task Start Date: _____ **Task End Date:** _____ **Certificate of Insurance Expiration Date:** _____

TASK ORDER SUMMARY

Task Order #	Task Order Name	Task Order Amount	Actual Amount Paid
1			
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
Total contracted to date		\$ -	\$ -

City of Olympia Signatures: _____ Consultant Signatures: _____

By: _____

NOTES:

1. Task Orders must be compliant with the provisions of the contract.
2. Where a Task Order cannot be accommodated on the form; use as a cover (noting "See Attached" in the appropriate spaces above) to provide accounting codes, Admin authorization and signatures. Any substitute format must include all elements of this form for each item of work.