



## Change Order

**Date:** 2/2/2022

**To:** Joseph Hennen  
RR Donnelley - Chanhassen

**From:** Krista Kolstad

**Change order #:** 31094co1

**Your PO #:** 51432934

**Your job #:** 20105

**Project name:** Tabs for Standard/Intern/Niche

---

**Change:** Job was quoted for receiving sheets trimmed to size and ready for us to do the tab bank cutting, we need to trim from press sheet first

**Price:** \$75.00

**Note:** Please see additional fee to cut material from press sheet before tab bank cutting

---

Please review and sign to acknowledge receipt, or issue an updated purchase order.

Binding Fulfillment Finishing