



## Change Order

**Date:** 2/4/2022  
**To:** Tina Newcomb  
RR Donnelley  
**From:** Krista Kolstad  
**Change order #:** 31094co2  
**Your PO #:** 51432934  
**Your job #:** 20105  
**Project name:** Tabs for Standard/Intern/Niche

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**Change:** 2 tabs reprinted into correct position, we will cut from 2-up sheet and tab bank cut

**Price:** \$75.00

**Note:** Please see additional lot charge to make 2 new Niche Tabs. If materials arrive by 2/7 we will complete for 2/9.

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

Binding Fulfillment Finishing