

Date: 3/4/2022

To: Joe Sherry
West Group

From: Jane Etienne

Change order #: 31254co1

Your PO #: 4501047809

Your job #:

Project name: Handi Gde to Saskatchewan OH and S 2022

Change: Books have glue on the foot of the book. We will trim 1/4" off the foot.

Price: \$6.44 x 500 = \$3,220.00

Note: Hi Pete - we only have 100 books punched before the trimming of the 1/4". We will keep these separate but send them back with the rest of the job.

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