



## Change Order

**Date:** 6/21/2022

**To:** Charlene Skinner  
Taylor Print Impressions - FRD

**From:** Mike Cress

**Change order #:** 31527co1

**Your PO #:** 4200012946

**Your job #:** 22040347

**Project name:** HP Notebook

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**Change:** Insert Front and back covers

**Price:** \$0.14 x 21000 = \$2,940.00

**Note:** Hi Karen- The covers came in laid out for final size. This means we had to collate with a slip sheet and then insert the front and back covers to the book. I have included the addl cost. These are scheduled to complete on the 30th or sooner.  
Thanks Eric

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