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## HOW TO ISSUE AN ADDEMDUM

The Detailer is required to generate shop drawings per the Contract Documents, which have been issued for construction. Any change or revision from those Contract Documents must be clearly documented. Otherwise, the shop drawings will be based on the wrong drawings.

A change to a Contract Document is called an Addendum. The Detailer's shop drawing contract is with the Fabricator and it is the Fabricator who must provide any and all Addenda. If the Fabricator wishes to change the Contract Documents in any way, he must issue an Addendum. An Addendum must contain the following information.

- Title
  - Give the document a unique name or sheet number.
- Date
- Description
  - Fully describe the required change. Provide drawings and specifications as needed to comply with the same standards as the original Contract Documents and the Code of Standard Practice, AISC.
- Issued for Construction
  - The Fabricator must sign and date a statement that the Addendum is "ISSUED FOR CONSTRUCTION". This can be done directly on the Addendum or on a separate letter of transmittal as long as the Addendum is fully identified in the transmittal with a title and date.