

**PROFESSIONAL SERVICE AGREEMENT**

**SERVICES MODIFICATION FORM**

|  |  |
| --- | --- |
| Professional Services Agreement Date: | <<INSERT DATE>> |
| Consultant: | <<INSERT CONSULTANT LEGAL NAME>> |
| Services Modification Number: | <<SERVICE MODIFICATION NUMBER>> |

The Services of the Professional Services Agreement identified above are changed as follows: << INSERT A DETAILED DESCRIPTION OF THE CHANGE IN SERVICES OR REFERENCE AN ATTACHMENT >>

If the Consultant’s Fee is a fixed fee or there is a Not-to-Exceed (“NTE”), insert the following amounts:

|  |  |
| --- | --- |
| Original Fee/NTE…………………………... | $ <<INSERT AMOUNT>> |
| Net Change by Previous Service Modifications………………………….. | $ <<INSERT AMOUNT>> |
| Fee/NTE before this Service Modification………… | $ <<INSERT AMOUNT>> |
| Change in Fee/NTE by this Service Modification…. | $ <<INSERT AMOUNT>> |
| New Fee/NTE………………………………. | $ <<INSERT AMOUNT>> |

The schedule is <<TYPE “increased” or “decreased”>> by <<NUMBER OF DAYS>> days. The new schedule << LIST ALL APPLICABLE DEADLINES, DELIVERABLE DATES, TIME PERIODS, OR INCLUDE AS ATTACHMENTS >>

**Attachments:**

|  |  |
| --- | --- |
|  | <<ATTACHMENT>> |
|  | <<OTHER ATTACHMENT>> |
|  | <<OTHER ATTACHMENT>> |

**CONSULTANT: VANDERBILT UNIVERSITY:**

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**Consultant Signature Owner Signature**