**[Date]**

Digital Energy, Inc.

128 Auburn Court, Suite 106

Westlake Village, CA 91362

Attn: Mr. Jairam Agaram

Subject: **[Project Name], [Project Number]**

**[Campus]**

Service Order & Authorization to Proceed Number: **[insert #]**

In accordance with the provisions of the Systemwide Master Enabling Agreement No. **170050** you are hereby authorized to provide **[commissioning (Cx)]** or **[monitoring-based commissioning (MBCx)]** services for the **[subject project].** Services provided shall be in accordance with **[MEA Rider 1: Commissioning for CSU Projects]** or **Rider A-1: Monitoring Based Commissioning for CSU Projects])** “Scope of Services” **[for small, medium or large** – (traditional Cx only) projects].

Additionally, please provide the following related extra service(s): **[insert brief description]**

The Service Provider shall not perform services in excess of this Service Order without prior written authorization to proceed from the University.

Service Provider shall report to:

**[CSU Campus Name]**

**[Campus Department]**

**[Executive Facility Officer or designated campus project manager]**

**[Campus Address]**

**[Campus Project Manger’s Phone Number]**

The total amount to be expended under this Service Order shall not exceed **[written and numerical dollar value]** inclusive of reimbursables, regardless of Service Provider’s cost in performing these services. It is expected that this project will be completed within **[insert number of days to complete]** Service Provider shall submit all invoices in duplicate with the Agreement and Service Order & Authorization to Proceed number on each copy to the project manager named above.

Questions regarding this authorization shall be directed to the above named project manager.

Approved, Fund Certified,

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[Name] [Name]

[Department Head] [Accounting/Fiscal Officer]

[Department] [Department]