

**Instructions for Use:**

***This Amendment template is used to document substantive revisions to the terms and conditions of an active fully executed agreement. Minor revisions do not require an Amendment, and can be documented with a memorandum or email exchange between the two parties.***

- 1. Review the entire agreement and make note of each section requiring revision. Proceed by listing each revision in the Amendment.***
- 2. Your file documentation should contain information regarding the reason for the Amendment. Example: If you are amending an Agreement to extend the Term, document why more time is needed.***
- 3. Once you have completed the requested information, please delete the highlighted instructions and blue-shaded fields before printing the Amendment.***
- 4. When you are ready to submit the Amendment for review and approval, please refer to the "Procedure for Submitting Business Contracts" at:***  
[\*\*\*http://www.utexas.edu/business/vp/contracts\\_agreements/contract\\_procedure.html\*\*\*](http://www.utexas.edu/business/vp/contracts_agreements/contract_procedure.html)

**FIRST AMENDMENT TO AGREEMENT BETWEEN UNIVERSITY AND CONTRACTOR**

This **First** Amendment to Agreement between University and Contractor ("Amendment") is dated effective as of the later of **(Insert month/day/year)** or date fully executed by both parties ("Effective Date"), and is entered into by and between The University of Texas at Austin ("University"), an agency and institution of higher education organized under the laws of the State of Texas, and **<Contractor Name>**, a **<Type of Business Structure.** Example: Corporation, Partnership, Sole Proprietorship, etc.> ("Contractor").

University and Contractor entered into that certain Agreement between University and Contractor dated effective **<Insert effective date of Agreement>** (the "Agreement").

University and Contractor now desire to amend the terms of the Agreement as more particularly set forth below:

- [Use this example if revisions to a Section are extensive.]***  
Section **<Insert Section # and Title>** of the Agreement is hereby amended and restated in its entirety and shall hereafter be and read as follows: **"..."**

**or**

***[Use this example if revisions to a Section are not extensive. Example: extending the Term of the Agreement from August 31, 2006 to December 31, 2006.]***

Section **<Insert Section # and Title>** of the Agreement is hereby amended by **(choose one: "deleting existing Section" or "deleting (identify specific paragraph or text within Section to be deleted) and inserting the following in lieu thereof: "<Insert new information>"**)

**or**

***[Use this example if you are adding a new Section to the Agreement.]***

Section **<Insert Section # and Title>** is hereby added to the Agreement and shall hereafter be and read as follows: **"<Insert new Section>"**

**or**

[Use this example if revisions to an Exhibit are extensive.]

Exhibit <Insert Exhibit # and Title>, attached to the Agreement is hereby amended and restated in its entirety and shall hereafter be and read as provided in Exhibit <Insert Exhibit # and Title>, attached to this Amendment and incorporated for all purposes.

2. Except as provided in this Amendment, all terms used in this Amendment that are not otherwise defined shall have the respective meanings ascribed to such terms in the Agreement.
3. This Amendment embodies the entire agreement between University and Contractor with respect to the amendment of the Agreement. In the event of any conflict or inconsistency between the provisions of the Agreement and this Amendment, the provisions of this Amendment shall control and govern.
4. Except as specifically modified and amended herein, all of the terms, provisions, requirements and specifications contained in the Agreement remain in full force and effect. Except as otherwise expressly provided herein, the parties do not intend to, and the execution of this Amendment shall not, in any manner impair the Agreement, the purpose of this Amendment being simply to amend and ratify the Agreement, as hereby amended and ratified, and to confirm and carry forward the Agreement, as hereby amended, in full force and effect.
5. THIS AMENDMENT SHALL BE CONSTRUED AND GOVERNED BY THE LAWS OF THE STATE OF TEXAS.

IN WITNESS WHEREOF, University and Contractor have executed and delivered this Amendment effective as of the Effective Date.

<Insert Contractor's complete legal name>

The University of Texas at Austin

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Linda Shaunessy

Title: \_\_\_\_\_

Title: Business Contracts Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_