

## INSTRUCTIONS CHANGE ORDER

**A change order is an agreement between Contractor and Owner to add or delete work, alter a design, revise a schedule, modify the price, amends the original Contract as initially agreed to.**

<b>1</b>	Change Order No.	Insert number, in sequential order, of change request. For example, if this is the second Change Order for the Project, you would insert "2."
<b>1</b>	Date	Insert the date of subject change request/Change Order
<b>2</b>	Name of Owner	Insert name of Owner where work is being performed/Project
<b>3</b>	Name of Contractor	Insert name of Contractor performing work
<b>4</b>	Project Name	Insert Project name and/or specific description of the change including any modifications in material or technique, and any new other relevant specifications
<b>5</b>	Property Address, County, Tax Parcel No.	Insert address., county, and tax parcel number of Project location.
<b>6</b>	Contractor Agreement	List of changes to be performed by Contractor pursuant to the subject change order.
<b>7</b>	Fixed Price of Changes	Actual cost of requested changes to be added or deducted from final cost of Project  If choosing to provide cost estimate at hourly rate, check the box and insert the hourly rate.
<b>8</b>	Previous Change Orders	Insert total amount of any previous Change Orders submitted for Project
<b>9</b>	Total of Previous Change Orders Plus Current Change Order	Insert total amount of #9 plus the amount of subject Change Order
<b>10</b>	Reason for Change	Insert specific reason for requested change
<b>11</b>	Contract Time Extension	Insert amount of time (circle whether calculating such time in days or months) the Project will be extended in order to complete the subject changes
<b>12</b>	Total Extension Time	Insert total amount of time (circle whether calculating such time in days or months) the Project has been extended, including both the time inserted in #11 plus the extension time resulting from previous Change Orders

<b>13</b>	New Completion Date	Insert new anticipated date requested changes to be completed by (Substantial completion date)
	Acceptance and Signature	Owner and Contractor accept and agree changes are accurately reflected on change order, and date change order signed