[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Change order

Change order # _____

Date _____

PROJECT

Client _____ Contract # _____

Project address _____

Contract date _____ Prepared by _____

DESCRIPTION OF CHANGE

Describe the work being added, removed or changed. Be specific: locations, materials, quantities

_____

_____

_____

_____

REASON FOR CHANGE

☐ Client request ☐ Hidden or unforeseen condition ☐ Design change

☐ Code or inspector requirement ☐ Material availability ☐ Other: _____

CONTRACT SUM

Original contract sum	$
Net change from previous change orders	$
Contract sum before this change order	$
This change order (add or deduct)	$
New contract sum	**$**

Payment for this change: ☐ Due on signing ☐ Added to the next progress payment ☐ Credited on the next invoice ☐ Other: _____

SCHEDULE IMPACT

☐ No change ☐ Adds _____ working days ☐ Reduces _____ working days

New estimated completion date _____

AGREEMENT

This change order becomes part of the contract when signed by both parties. All other terms of the contract stay the same. The work described here will not start until both parties have signed.

Client

_____
Signature

_____ _____
Printed name Date

Contractor

_____
Signature

_____ _____
Printed name Date