CHANGE ORDER FORM

Written approval of a change to scope, price or schedule — signed before the extra work starts

PROJECT

PROJECT NAME

CHANGE ORDER NO.

JOB ADDRESS

DATE

OWNER / CLIENT

CONTRACTOR

ORIGINAL CONTRACT DATE

REQUESTED BY

DESCRIPTION OF CHANGE

REASON FOR CHANGE

COST OF THE CHANGE

ITEM	QTY / HOURS	RATE	AMOUNT

CONTRACT SUM AND SCHEDULE

ORIGINAL CONTRACT SUM

PREVIOUS CHANGE ORDERS

THIS CHANGE ORDER

NEW CONTRACT SUM

SCHEDULE CHANGE (WORKING DAYS)

NEW COMPLETION DATE

TERMS

CHANGE ORDER FORM

Written approval of a change to scope, price or schedule — signed before the extra work starts

CONTRACTOR — NAME, SIGNATURE, DATE

OWNER / CLIENT — NAME, SIGNATURE, DATE