YOUR BUSINESS NAME OR LOGO

CHANGE ORDER

Sign before the work starts

PROJECT	OWNER / CLIENT	PROJECT ADDRESS	CONTRACT / JOB NO.
CHANGE ORDER NO. CO-	**DATE AND TIME REQUESTED**	**REQUESTED BY (NAME AND ROLE)**	**HOW IT WAS ASKED FOR** ☐ In person ☐ Phone ☐ Email / text ☐ Drawing / RFI

THE CHANGE

WHERE ON SITE _____ DRAWING, RFI OR BULLETIN REF. _____

REASON ☐ Owner request ☐ Hidden or unforeseen condition ☐ Design change ☐ Code or inspector ☐ Other: _____

THE WORK: WHAT IS INCLUDED, AND WHAT IS NOT

PRICE AND TIME

ITEM	DETAIL	AMOUNT
Labor		
Materials		
Equipment		
Subcontractors		
Overhead and profit		
Total for this change order		

CONTRACT SUM

Original contract sum	$ _____
Previous change orders (+/-)	$ _____
Contract sum before this change	$ _____
This change order (+/-)	$ _____
New contract sum	$ _____

CONTRACT TIME +/- _____ days

NEW COMPLETION DATE _____

PAYMENT ☐ With the next progress payment ☐ When this change is finished ☐ Other: _____

APPROVAL

I confirm I asked for this extra work.

I agree to the price and time shown above.

OWNER / CLIENT SIGNATURE

NAME _____ TITLE _____

DATE AND TIME _____

FOR THE CONTRACTOR

NAME _____

DATE _____ ☐ Copy given to client

PROJECT ____________________ **CHANGE ORDER LOG** SHEET ______ OF ______

CHANGE ORDER LOG

every change order on the project, in order

CO NO.	DATE	DESCRIPTION	REQUESTED BY	AMOUNT (+/-)	DAYS (+/-)	SIGNED	STATUS
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
						☐	
Total approved							

Status: Draft · Awaiting signature · Approved · Rejected · Withdrawn