

Change Order

Signed by both parties before the work starts.



YOUR LOGO

Paste in Word / Canva

YOUR COMPANY *

PHONE

LICENSE NO.

ADDRESS

EMAIL

OWNER / CLIENT

CLIENT NAME(S) *

PHONE

EMAIL

PROJECT

PROJECT NAME / JOB SITE ADDRESS *

ORIGINAL CONTRACT DATE

CONTRACT NO.

01 Description of change

Reference plans, selections, photos

02 Reason

Check all that apply

EXCLUSIONS

- ☐ Client request
- ☐ Design change
- ☐ Hidden condition
- ☐ Code / inspection
- ☐ \$ Allowance overage
- ☐ Other

03 Cost of change

Credits in parentheses

#	ITEM / DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
01					
02					
03					
04					
05					
06					

SUBTOTAL

OH&P %

OVERHEAD & PROFIT

PERMITS / FEES / TAX

TOTAL THIS CO

+

+

=

04 Contract sum to date

Running total after this change

ORIGINAL CONTRACT From the signed contract	+	PREVIOUS COS Net of all approved COs	±	\$ THIS CHANGE ORDER Total from section 03	=	REVISED CONTRACT SUM New total the client owes
--	---	--	---	--	---	--

PREVIOUS COS INCLUDED

05 Schedule impact

☐ No change to the completion date

☐ Adds working days

☐ Reduces working days

PREVIOUS COMPLETION	REVISED COMPLETION

06 Payment for this change

☐ Due in full on signing

☐ Added to the next scheduled draw

☐ Deposit of , balance on completion

☐ Other



Authorization. Work in this change order starts only after both parties sign below. Once signed, it becomes part of the original contract, and every other term of that contract stays in effect. The price and schedule shown are the full adjustment for this change unless stated otherwise in writing. A verbal approval on site is not a change order.

CONTRACTOR Authorized representative

Signature	Date
Printed name	Title

OWNER / CLIENT All owners on the contract

Signature	Date
Second owner signature (if any)	Date

OFFICE USE ☐ Logged on Job Cost Tracker ☐ Added to Draw Schedule ☐ Copy sent to client ☐ Filed