CONTRACT DOCUMENT · SCOPE · PRICE · SCHEDULE

Change Order

Signed by both parties before the work starts.

CO NO. | DATE ISSUED | JOB NO.

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

EXCLUSIONS

02 Reason

Check all that apply

- ☐ 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		PREVIOUS COS		THIS CHANGE ORDER		REVISED CONTRACT SUM
	+		±		=	
From the signed contract		Net of all approved COs		Total from section 03		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