CONTRACT DOCUMENT · SCOPE · PRICE · SCHEDULE

Change Order

Signed by both parties before the work starts.

CO NO.	DATE ISSUED	JOB NO.
CO-004	09/14/2026	2611

OAKLINE
BUILDING CO.

YOUR COMPANY *	PHONE	LICENSE NO.
Oakline Building Co.	(555) 010-0142	GC-000000

ADDRESS	EMAIL
1200 Example Pkwy, Anytown, ST 00000	office@oakline.example

OWNER / CLIENT

CLIENT NAME(S) *	
Taylor & Jamie Morgan	
PHONE	**EMAIL**
(555) 010-0187	morgans@example.com

PROJECT

PROJECT NAME / JOB SITE ADDRESS *	
Morgan Residence · 418 Sample Lane, Anytown	
ORIGINAL CONTRACT DATE	**CONTRACT NO.**
05/02/2026	2611-C

01 Description of change

Reference plans, selections, photos

Owner-requested upgrade in the primary shower from allowance tile to 24×48 large-format porcelain. Adds a sheet waterproofing membrane, a mortar bed for the large-format tile, and a 36" linear drain in place of the center drain. Ref: Selections Sheet rev. 3, plan sheet A-4, site photos 09/12.

EXCLUSIONS: Glass enclosure changes. Tile lead time 10 business days.

02 Reason

Check all that apply

- [x] Client request
- [ ] Design change
- [ ] Hidden condition
- [ ] Code / inspection
- [x] Allowance overage
- [ ] Other

03 Cost of change

Credits in parentheses

#	ITEM / DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
01	Large-format porcelain tile, 24×48 (material)	142	SF	6.40	908.80
02	Tile labor premium, large-format install	142	SF	4.25	603.50
03	Linear drain kit, 36" (in place of center drain)	1	EA	485.00	485.00
04	Plumbing labor to relocate drain	4	HR	95.00	380.00
05	Waterproofing membrane upgrade	1	LS	320.00	320.00
06	Credit: allowance tile not purchased	142	SF	(3.10)	(440.20)

SUBTOTAL		OH&P %		OVERHEAD & PROFIT		PERMITS / FEES / TAX		TOTAL THIS CO
$2,257.10	+	15	+	$338.57	+	$0.00	=	$2,595.67

04 Contract sum to date

Running total after this change

ORIGINAL CONTRACT		PREVIOUS COS		THIS CHANGE ORDER		REVISED CONTRACT SUM
$486,500.00	+	$7,840.00	±	$2,595.67	=	$496,935.67
From the signed contract		Net of all approved COs		Total from section 03		New total the client owes

PREVIOUS COS INCLUDED: CO-001, CO-002, CO-003

05 Schedule impact

- [ ] No change to the completion date
- [x] Adds 3 working days
- [ ] Reduces _____ working days

PREVIOUS COMPLETION	REVISED COMPLETION
12/18/2026	12/23/2026

06 Payment for this change

- [ ] Due in full on signing
- [x] 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
Dana Whitfield	*09/14/2026*
Printed name	**Title**
Dana Whitfield	*Owner*

OWNER / CLIENT

All owners on the contract

Signature	Date
Taylor Morgan	*09/15/2026*
Second owner signature (if any)	**Date**
Jamie Morgan	*09/15/2026*

OFFICE USE — [x] Logged on Job Cost Tracker [x] Added to Draw Schedule [x] Copy sent to client [x] Filed