

Change Order

Construction change order form

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CHANGE ORDER NO.

DATE REQUESTED

REQUESTED BY

CONTRACTOR / COMPANY

CLIENT / OWNER

JOB NAME

JOB ADDRESS

DESCRIPTION OF THE CHANGE

REASON FOR THE CHANGE

☐ Client request

☐ Hidden condition

☐ Design change

☐ Other: _____

COST OF THE CHANGE

ITEM	DETAIL (HOURS × RATE, QUANTITY × PRICE)	AMOUNT
Labor		
Materials		
Equipment / rental		
Subcontractor		
Overhead & profit		
Total for this change order (add ☐ / deduct ☐)		

CONTRACT AND SCHEDULE

ORIGINAL CONTRACT

PREVIOUS CHANGE ORDERS

THIS CHANGE ORDER

NEW CONTRACT TOTAL

SCHEDULE IMPACT (DAYS ADDED)

NEW COMPLETION DATE

By signing, both parties agree to the change in scope, price and schedule described above. All other terms of the original contract stay the same.

CONTRACTOR SIGNATURE

CLIENT SIGNATURE

NAME

DATE

NAME

DATE