Change Order

This change order records a change to the contract named below.

PROJECT

Change order no.		**Date**	
Project name		**Contract no. / date**	
Project address		**Owner / client**	
Contractor		**Requested by**	

DESCRIPTION OF CHANGE

Describe the work added, removed or changed. Name the location and the affected scope.

REASON FOR CHANGE

☐ Owner request	☐ Unforeseen site condition	☐ Design or drawing revision
☐ Code or inspection requirement	☐ Other:	

SUPPORTING DOCUMENTS

Drawing and revision, RFI, written instruction, photos or supplier quote. List the reference for each.

COST OF THIS CHANGE

Item	Basis or quantity	Amount (USD)
Labor		
Materials		
Equipment		
Subcontractor		
Subtotal		
Overhead and profit (%)		
Total for this change order (add or deduct)		

CONTRACT SUM

Original contract sum	
Net change by previous change orders	
Contract sum before this change order	
This change order (add or deduct)	
New contract sum	

SCHEDULE

Days added or removed		**New completion date**	

APPROVAL

Contractor	Owner / client	Architect or engineer (if required)
Name: Signature: Date:	Name: Signature: Date:	Name: Signature: Date:

Seek written authorization before the changed work starts, where your contract requires it. Template from lode.team. General information only, not legal advice. Check your contract and local requirements.