YOUR LOGO
(place your logo over this box)

CHANGE ORDER

CHANGE ORDER NO.
DATE
PRICE HELD UNTIL

JOB AND CLIENT	ORIGINAL CONTRACT
	Signed
	Amount
	Completion date

WHAT IS CHANGING

WHY IT IS CHANGING

PRICING

LINE	QUANTITY	RATE	AMOUNT
Materials, waste included			
Labor hours at the burdened rate			
Subcontractor			
Equipment or disposal			
Permit or inspection fee			
Overhead recovery on the added hours			
		Subtotal	
		Markup	
		CHANGE ORDER PRICE	

EFFECT ON THE CONTRACT AND THE SCHEDULE

Original contract amount	
Net of earlier change orders	
This change order	
NEW CONTRACT AMOUNT	
Days added (work, lead time, inspections)	
New completion date	

TERMS

The work in this change order is not authorized and does not begin until both parties have signed below.
All other terms of the original contract stay the same and in full force.

ACCEPTANCE

Signing below approves this change, its price and its effect on the schedule.

Client signature and date

Contractor signature and date