START HERE

What is in the download, and how to open it

Three files. Use the spreadsheet if you like the math done for you, or the PDF if you like paper.

FILE	WHAT IT IS
change-order-sheet.xlsx	The one-page change order as a spreadsheet that adds itself up. It starts blank, with a filled-in sample tab beside it. Excel or Google Sheets.
change-order-sheet.pdf	The same page, blank, on one sheet of letter paper. Print it and fill it in by hand.
start-here.pdf	This page.

USE THE SPREADSHEET

1. **Excel:** open change-order-sheet.xlsx in Excel 2007 or newer. No macros, no add-ins, nothing that needs Excel 365.
2. **Google Sheets:** in Google Drive choose New, File upload, then open the file with Google Sheets. Nothing needs rebuilding.
3. **Pale blue cells are inputs.** On the Change Order tab you type in the blue panel on the right, and the page on the left prices itself and prints on one page. The Sample Change Order tab shows a finished one with invented numbers.

PRINT

Letter size, portrait, one page. A change priced and signed on the spot cannot turn into an argument about what somebody remembers.

WHAT THE FULL FORM ADDS

This sheet is the one-page change order from the Contractor Change Order Form. The full form also has a Change Order Log that totals what is not signed off yet, a fillable two-page PDF, a ten-page change order and scope pack, and a start-here page.

Templates, not contracts. Change order rules, notice periods and lien rights vary by state and by trade. Have an attorney in your state read anything you ask a client to sign. The numbers on the sample tab are invented.

Questions or corrections: message the shop that gave you this file. A page number and what you were doing is enough.