

Change Order

Change order # [CO-____] · Date: [____]

[YOUR COMPANY NAME]

[Street address] · [City, State ZIP] · [Phone] · [Email] · License # [____]

Project

Customer	[Customer name(s)]
Project address	[Street, city, state, ZIP]
Job / contract #	[____]
Original contract date	[Date]

Description of change

[Describe what is added, removed, or substituted, with quantities and locations.]

Reason for change

- ☐ Owner request
- ☐ Unforeseen site condition
- ☐ Code or inspector requirement
- ☐ Design or engineering change
- ☐ Other: _____

Line items

Description	Qty	Unit	Unit price	Line total

Change amount (increase, credit, or \$0)

\$[]

Contract summary

Original contract amount	\$[]
Previous change orders	\$[]
This change order	\$[]
New contract total	\$[]

Schedule impact

- ☐ No change to the schedule
- ☐ Adds [] working days
- ☐ Removes [] working days

Payment

- ☐ Due on signature
- ☐ Added to the next scheduled draw
- ☐ Due on completion of the changed work

Agreement

By signing, the owner and contractor agree to the change in scope, price, and schedule described above. Work on this change begins after all parties sign. All other terms of the original contract remain in effect.

Owner signature

Printed name

Date

Owner signature

Printed name

Date

Contractor (authorized signer) signature

Printed name

Date