

Change Order Form

Project Name:

Change Order Number:

Project Address:

Owner:

Contractor:

Date:

Description of Change:

Reason for Change:

Scope of Work / Items:

#	Description	Unit	Qty	Unit Price	Total
1					
2					
Change Order Subtotal					
Total Change Order					

Adjustment to Contract
Amount:

Revised Contract Total:

Adjustment to Contract
Time:

e.g., 5 days

New Completion Date:

Remarks:

Owner Signature

Date: _____

Contractor Signature

Date: _____