

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:

e.g., \$0.00

Revised Contract Total:

e.g., \$0.00

Adjustment to Contract

Time:

e.g., 5 days

New Completion Date:

Remarks:

Owner Signature

Date: _____

Contractor Signature

Date: _____