

Basement Finishing Change Order Request

Project Name: _____

Project Address: _____

Date: _____

Change Order #: _____

Requested By

Name: _____

Role (Homeowner/Contractor): _____

Description of Change Requested

Reason for Change

Cost & Schedule Impact

Change Description	Added Cost (+)	Deducted Cost (–)	Days Added/Reduced
Total Impact			

Authorization

Homeowner Signature Date: _____

Contractor Signature Date: _____