

Contractor Change Order Approval Sheet

Project Name:

Project Number:

Contractor:

Change Order No.:

Date Submitted:

Location:

Description of Change

Reason for Change

Cost and Time Adjustment

Original Contract Amount:

Proposed Change Amount:

Revised Contract Amount:

Original Substantial Completion Date:

Change in Completion Time (Days):

Revised Substantial Completion Date:

Approvals

Contractor

Date: _____
Consultant

Date: _____
Owner/Client

Date: _____

Other (Specify)

Date: _____