

# 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: \_\_\_\_\_