

# Project Scope Modification Order

Sample Document

**Project Name:**

---

**Project Number/ID:**

---

**Client/Owner:**

---

**Original Contract Date:**

---

**Modification Order Number:**

---

**Date of Modification Order:**

---

**Description of Modification:**

---

**Reason for Modification:**

---

**Impacts of Change (if any):**

Category	Description/Details	Impact
Schedule		
Cost		
Quality		
Other		

**Approval(s):**

---

---

**Requested By**

---

**Date:**

---

---

**Approved By**

---

**Date:**

---

---

**Client/Owner Approval**

---

**Date:**

---