

Scope Change Order

Commercial Construction Project

Project Name

Project Number

Change Order No.

Owner

Contractor

Date

Original Contract Amount

Current Contract Amount (Before this Change)

Summary Description of Scope Change

Reason for Change

Added Cost (+)

Deducted Cost (-)

Net Change

Revised Contract Amount (After this Change)

Time Adjustment (Days)

Authorized by (Owner / Representative)

Date

Accepted by (Contractor)

Date
