

Scope Reduction Change Order

Project Name	
Project Number	
Client/Owner	
Contractor	
Date	
Change Order Number	

Description of Scope Reduction

Original Contract Value

Value of Scope Reduction

Revised Contract Value

Details of Scope Reduced/Removed

Item	Description	Original Quantity/Scope	Reduced Quantity/Scope	Value Reduction

Reasons for Change

Schedule Impact (if any)

Authorized by (Client/Owner)

Date

Accepted by (Contractor)

Date

Note: This change order reflects a reduction in the original project scope and all parties agree to the revised contract terms and values.