Change Order

Change order no.		**Date**	
Project		**Owner**	
Contractor		**Architect / owner's rep**	

The change

Describe the change so someone who wasn't there would understand it. Reference any drawing, sketch or photo. Say who asked for it and when.

Contract sum

Original contract sum	$
Net change by previously approved change orders	$
Contract sum before this change order	$
Change by this change order (increase / decrease)	$
New contract sum including this change order	**$**

Contract time

Days added (or taken away) by this change order	
Date of substantial completion as of this change order	

How it's priced

[ ] Lump sum as above [ ] Time and materials at the contract rates, not to exceed $_____ [ ] Unit prices

Owner	**Contractor**	**Architect / owner's rep**
Signature & date	Signature & date	Signature & date

Sign before the work starts. Your contract sets how changes must be requested, priced and approved, and any notice deadlines; follow it.

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