[YOUR COMPANY NAME]

Address · Phone · Email · License #

CHANGE ORDER

PROJECT

Project name / address _____

Client _____

Original contract date _____

Change order # _____

DESCRIPTION OF CHANGE

_____

_____

_____

_____

REASON FOR CHANGE

☐ Client request ☐ Hidden / unforeseen condition ☐ Code or inspector requirement ☐ Design change

☐ Other: _____

COST OF THIS CHANGE

Labor	$ _____
Materials	$ _____
Subcontractors	$ _____
Equipment / other	$ _____
Overhead and profit	$ _____
Total for this change (add or deduct)	**$** _____

CONTRACT SUM

Original contract sum	$ _____
Net change by previous change orders	$ _____
Contract sum before this change	$ _____
This change order	$ _____
New contract sum	**$** _____

SCHEDULE

Days added (or removed) by this change _____

Revised completion date _____

Signing below approves the change and the new contract sum. All other terms of the original contract stay the same.

Client (signature) _____ Date _____

Contractor (signature) _____ Date _____

Not legal advice. Some states set specific change order requirements for home improvement contracts; check yours.

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