

CHANGE ORDER

Change order #

Date

PROJECT

Project / job name

Original contract date

Job address

CUSTOMER AND CONTRACTOR

Customer name

Contractor / business name

Customer phone / email

Contractor phone / email / license # (if any)

WHAT IS CHANGING

Description of the change (work added, removed or substituted; materials)

Reason for the change

PRICE

Original contract amount

Previous change orders

This change (+ / -)

New contract total

When this change is paid (e.g. with next progress payment, on completion)

SCHEDULE

Days added / removed

New completion date

Extra work starts after signing? (yes / no)

APPROVAL

By signing, both parties agree to the change, price and schedule above. All other terms of the original contract stay the same.

Customer signature

Printed name

Date

Contractor signature

Printed name

Date