CHANGE ORDER

CHANGE ORDER NO. | DATE

CONTRACT NO. | CONTRACT DATE

Contractor

COMPANY

ADDRESS AND PHONE

LICENSE NO.

Owner

OWNER

PROPERTY ADDRESS

CLAIM OR JOB NO.

Scope of the change The work added or taken out, and why.

Description (a credit is a minus amount)	Qty	Unit	Unit price	Amount

Original contract amount

Previous change orders

This change order

New contract amount

Subtotal

Overhead and profit

Sales tax

This change order

Schedule and payments

DAYS ADDED OR TAKEN OFF | NEW COMPLETION DATE | CHANGE TO PROGRESS PAYMENTS

Approval Signed by both before the work in this change order starts.

OWNER SIGNATURE | DATE

CONTRACTOR SIGNATURE | DATE

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