

CHANGE ORDER FORM

Formal request and approval for changes to project scope, contract sum, or contract time

| DOCUMENT & PARTY INFORMATION | | |
|---|---|--|
| PROJECT NAME & ADDRESS: _____ | CONTRACT FOR: _____ | CHANGE ORDER NUMBER: _____ |
| | CONTRACT DATE: _____ | CHANGE ORDER DATE: _____ |
| OWNER NAME & ADDRESS: _____ | ARCHITECT NAME & ADDRESS: _____ | CONTRACTOR NAME & ADDRESS: _____ |

| DESCRIPTION OF CHANGES |
|---|
| THE CONTRACT IS CHANGED AS FOLLOWS: _____ |
| ATTACHMENTS / SUPPORTING DOCUMENTS: _____ |

| FINANCIAL SUMMARY | |
|---|-----------|
| Original Contract Sum: | \$ |
| Net change by previous Change Orders: | \$ |
| Contract Sum prior to this Change Order: | \$ |
| The Contract Sum will be: <input type="checkbox"/> Inc. <input type="checkbox"/> Dec. <input type="checkbox"/> Unc. | |
| by this Change Order in the amount of: | \$ |
| The new Contract Sum will be: | \$ |

| SCHEDULE SUMMARY |
|--|
| The Contract Time will be: <input type="checkbox"/> Increased <input type="checkbox"/> Decreased <input type="checkbox"/> Unchanged |
| by: _____ days. |
| The date of Substantial Completion as of the date of this Change Order therefore is: _____ |

| APPROVALS & SIGNATURES | | |
|-----------------------------|-----------------------------|-----------------------------|
| ARCHITECT / ENGINEER | CONTRACTOR | OWNER |
| _____ | _____ | _____ |
| SIGNATURE & DATE | SIGNATURE & DATE | SIGNATURE & DATE |
| _____ | _____ | _____ |
| PRINTED NAME | PRINTED NAME | PRINTED NAME |