

CHANGE ORDER



NO.

DATE

PROJECT	PROJECT ADDRESS	OWNER / CLIENT
CONTRACTOR	ARCHITECT / ENGINEER	CONTRACT REFERENCE
PRICING METHOD Lump sum · Unit · T&M, NTE	RESPONSE REQUESTED BY	PRICING VALID UNTIL

A DESCRIPTION OF CHANGE

ORIGINAL SCOPE AFFECTED

CHANGED WORK TO PERFORM

REASON FOR THE CHANGE

B COST OF THIS CHANGE

Additions

#	Description	Type	Qty	Unit	Unit price	Tax	Amount
1							
2							
3							
4							
5							
6							

Additions subtotal

Change order

Deductions (credits)

#	Description	Type	Qty	Unit	Unit price	Tax	Amount
1							
2							
3							
4							

Deductions subtotal

Net cost (additions - deductions)

Markup ____ % on net cost / additions only

Tax ____ % on taxable lines

This change order (increase / decrease)

C CONTRACT SUM

1	Original contract sum
2	Net change by previous change orders
3	Contract sum before this change order
4	This change order (increase / decrease)
5	New contract sum

D CONTRACT TIME

Contract time before	days
Change in contract time	± days
New contract time	days
Completion before	
New completion date	

E NOTES AND CONDITIONS

F AGREEMENT

The contract is changed as described above. By signing, the parties agree to the change in work, contract sum and contract time shown. All other terms of the contract stay the same.

CONTRACTOR

OWNER / CLIENT

ARCHITECT / ENGINEER

Signature
Name and title
Date _____

Signature
Name and title
Date _____

Signature
Name and title
Date _____