

Your company name

Phone · email · license #

CHANGE ORDER

Client: _____

Change order #: _____

Project: _____

Date: _____

Project address: _____

Original contract #: _____

Description of the change

Description	Qty	Unit	Unit price	Total

This change _____
Original contract amount _____
Previously approved changes _____
New contract total _____
Days added to the schedule _____

Reason for the change

Client approval

Date

Contractor

Date