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 _____