[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

CHANGE ORDER

Change order #	[001]
Date	[MM/DD/YYYY]
Contract date	[MM/DD/YYYY]
Job #	[Job Number]

CUSTOMER / OWNER

[Customer Name]
[Mailing Address], [City, State ZIP]
[Phone] · [Email]

PROJECT

[Project name, e.g. Kitchen remodel]
[Job Site Address], [City, State ZIP]
Contract #: [Number]

DESCRIPTION OF CHANGE

Requested by: □ Customer / owner □ Contractor □ Architect / engineer □ Inspector
Reason: □ Customer request □ Hidden condition □ Code or inspection requirement □ Design change
[What is added, removed or changed, and where, e.g. Replace 12 sq ft of rotted subfloor found under the old vanity.]

Description	Qty	Unit	Rate	Amount
Added work				
[Labor, e.g. Remove and replace subfloor]	[1]	[job]	[$0.00]	[$0.00]
[Material, brand, model or grade]	[1]	[ea]	[$0.00]	[$0.00]
Credits for work removed (enter as negative amounts)				
[e.g. Delete towel bar installation]	[1]	[ea]	[-$0.00]	[-$0.00]

Original contract price	[$0.00]
Previous changes (net)	[$0.00]
This change order	[$0.00]
New contract price	**[$0.00]**

SCHEDULE

Days added: [0]
New completion date: [MM/DD/YYYY]

PAYMENT

□ With the next progress payment □ On completion
□ Before the changed work starts

TERMS

Once signed by both parties, this change order becomes part of the contract dated above; all other contract terms stay the same. The work above will not start until it is signed. [Add any notices your state requires.]

Customer / owner signature _____ Date _____

Contractor signature _____ Date _____

[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

CHANGE ORDER LOG

Job #	[Job Number]
Customer	[Customer Name]
Contract date	[MM/DD/YYYY]
Original price	[$0.00]

CO #	Date	Description	Amount	Days	Signed	Paid
[001]	[MM/DD/YYYY]	[e.g. Replace rotted subfloor]	[$0.00]	[0]	[MM/DD]	[MM/DD]

Original contract price	[$0.00]
Approved changes (net)	[$0.00]
Current contract price	**[$0.00]**

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