

Change Order

From:
To:
Project: (name and location)

Change Order No.

Date:

Owners Project No.

Contractors Project No.

Claim No.

Forward To:

- Contractor
- Owner
- Insurance Company

Change Order Description:

Use additional sheets if needed: Page 1 of ____

Original contract amount\$
Prior approved change orders.. \$
This Change Order Request ... \$ _____
New contract amount \$
Days added to or
deleted from original schedule: _____
Date of substantial
completion is changed to: _____

For Owner:
Name: _____
Signature: _____
Date: _____

For Contractor:
Name: _____
Signature: _____
Date: _____

Change order is not valid unless approved and signed by owner and contractor.