

Change Order

PROJECT: _____ CHANGE ORDER NUMBER: _____
(Description and location)

CHANGE ORDER DATE: _____

TO CONTRACTOR: (Name and address) _____

ORIGINAL CONTRACT DATE: _____

THE CONTRACT IS CHANGED AS FOLLOWS:
(Describe any scope changes, alterations, deletions or additions; attach justification and backup) _____

The original Contract Sum was \$ _____

The net change by previously authorized Change Orders \$ _____

The Contract Sum prior to this Change Order was \$ _____

The Contract Sum will be increased/decreased by this Change Order in the amount of \$ _____

The new Contract Sum including this Change Order will be \$ _____

The Contract Time will be increased by _____ days.

The date of Substantial Completion with this Change Order is now _____.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME.

THIS CHANGE ORDER IS NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND AN AUTHORIZED REPRESENTATIVE OF THE OWNER.

CONTRACTOR (Firm name)

OWNER

ADDRESS

ADDRESS

BY (Signature)

BY (Signature)

(Typed name)

(Typed name)

DATE

DATE