CHANGE ORDER

Change order #

Date

Original contract date

Your company name

Phone / email

Client name

Job / address

Description of the change (what is added, removed or changed)

Requested by: ☐ Client ☐ Contractor ☐ Hidden condition found on site

Cost of the change

Description	Qty	Unit price	Amount

This change order total

Contract total

Original contract amount

Change orders approved before this one

This change order

New contract total

Change to the schedule (days, + or -)

New finish date

Payment for this change (when and how)

Signed before the work starts:

Contractor signature

Date

Client signature

Date

Template by Job Cost Pro — jobcostpro.online. Free to use.

Not legal advice: what a change order must contain depends on your contract and where you work. Ask your attorney to review your wording.