

Change Order

Documented changes to an approved scope of work

Job Reference

Field	Value
Change Order #	
Original Estimate #	
Job / PO #	
Date	

Customer & Site

Field	Value
Customer	
Service Address	
Contact	

Description of Change

Clearly describe what is being added, removed, or modified. Include reason and any site conditions:

Cost Impact

Item	Amount
Original Contract Amount	
Net Change from This Order	

Item	Amount
Revised Contract Amount	

Schedule Impact

Item	Days
Original Completion Date	
Adjustment (+/- days)	
New Completion Date	

Authorization

This change order must be signed before any additional work is performed.

Role	Signature	Date
Customer		
Contractor		