

# CHANGE ORDER

## Construction Company

License No. 000000  
Address  
City, State & Zip  
Phone (000) 000-0000 - Fax (000) 000-0000  
website  
email address

Existing Contract No. \_\_\_\_\_

Date \_\_\_\_\_ Change Order No. **«No»** \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

**Job Location:** \_\_\_\_\_

We hereby agree to the following change(s) specified below including \_\_\_\_\_ Change Order Specification Sheet(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Revised Approximate  
Completion Date:** \_\_\_\_\_

**Pricing of additions/credits specified herein:** \$ \_\_\_\_\_

Previous Contract amount: \$ \_\_\_\_\_

**Revised Contract Total:** \$ \_\_\_\_\_

**The schedule of progress payments will be effected in the following manner:**

- 1. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
- 2. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
- 3. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
- 4. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied

**Accepted:** The above prices, all specifications, and changes to the payment schedule of this Change Order are satisfactory and are hereby accepted. This Change Order becomes part of and in conformance with the existing contract. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

X \_\_\_\_\_  
Owner's Signature Date

**For Construction Company**  
\_\_\_\_\_

X \_\_\_\_\_  
Owner's Signature Date

X \_\_\_\_\_  
Representative's Signature Date