

CHANGE ORDER

Your Company Name Here
1234 Main St.
Your Town, State and ZIP

To	
Attn	
Address	
City, State, Zip	
Phone	Date

Job Name/Number	Job Phone
Job Location	
Existing Contract Number	
Existing Contract Date	
Time Extension	

<i>We hereby agree to make the following change(s):</i>	<i>Amount +/-</i>	
	TOTAL PRICE FOR CHANGES	
	REVISED CONTRACT TOTAL	
	REVISED CONTRACT TOTAL	

SAMPLE

THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH THE EXISTING CONTRACT.

<p>We hereby agree to make the change(s) specified above at the price indicated per this Change Order.</p> <p style="text-align: center; margin-top: 40px;">_____</p> <p style="text-align: center; margin-top: 5px;">Authorized Contractor Signature</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center; margin-top: 5px;">Date of Acceptance</p>	<p>The prices and specifications of this Change Order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.</p> <p style="text-align: center; margin-top: 40px;">_____</p> <p style="text-align: center; margin-top: 5px;">Owner Signature</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center; margin-top: 5px;">Date of Acceptance</p>
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