



# Request for Change Order # \_\_\_\_\_

Date: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Name of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 CP #: \_\_\_\_\_ WO # \_\_\_\_\_  
 Contract #: \_\_\_\_\_  
 Project Account #: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

BB     MJD     CJW

Construction Inspector has received copy

**Submit this COMPLETED form with the contractors original proposal to Contracts**

- 1) Indicate the current completion percentage: \_\_\_\_\_ %
- 2) Indicate Contract Completion Date
  - A. Until \_\_\_\_\_.
  - B. To be completed within the original contract time.
- 3) If amount is going to exceed the funding allowed, then indicate how the deficit is to be reconciled.  
 ( Do not assume this amount comes from the Account Free Balance unless your original project budget allows. )

**Use one Justification form for each change**

<u>Item #</u>	<u>Description:</u>	Cost:
1.	_____ <input type="checkbox"/> Change in job scope <input type="checkbox"/> Client request <input type="checkbox"/> Unforeseen site conditions <input type="checkbox"/> Other (give a brief description)	_____
2.	_____ <input type="checkbox"/> Change in job scope <input type="checkbox"/> Client request <input type="checkbox"/> Unforeseen site conditions <input type="checkbox"/> Other (give a brief description)	_____
3.	_____ <input type="checkbox"/> Change in job scope <input type="checkbox"/> Client request <input type="checkbox"/> Unforeseen site conditions <input type="checkbox"/> Other (give a brief description)	_____
4.	_____ <input type="checkbox"/> Change in job scope <input type="checkbox"/> Client request <input type="checkbox"/> Unforeseen site conditions <input type="checkbox"/> Other (give a brief description)	_____
5.	_____ <input type="checkbox"/> Change in job scope <input type="checkbox"/> Client request <input type="checkbox"/> Unforeseen site conditions <input type="checkbox"/> Other (give a brief description)	_____

Total Cost this page: \$ \_\_\_\_\_ -

Encumbered Contingency: \_\_\_\_\_  
 Less Previous: \_\_\_\_\_  
 Less Pending: \_\_\_\_\_  
**Remaining Contingency:** \_\_\_\_\_

Original Contract: \_\_\_\_\_  
 Previous Change Orders: \_\_\_\_\_  
 Proposed Change Order: \_\_\_\_\_  
**New Contract Total:** \_\_\_\_\_