**Contract Change Order No. #{{changeordernum: Change Order Number||One more than the previous Change Order Number if there was one. Otherwise 1.}}**

# Date: {{todaysdate: Todays Date||Formatted with Title Case like Monthname D, YYYY}}

Morton *&* Wasmer

B u i l d e r s, L L C



| To: | {{subcontractor: Subcontractor Company Name||The subcontractor’s company name, written as it would appear on a mailing label. (Subcontractor to our firm which is Morton Wasmer). Usually Title Case, but preserve intentionally stylized casing (e.g., DonutHOLE), and keep abbreviations like LLC in their standard forms.}} | From: | Morton & Wasmer Builders, LLC |
| --- | --- | --- | --- |
|  | {{subaddress: The subcontractor's street address WITHOUT the city, state, zipcode, written to address a letter. The subcontractor address may be around the header or footer (or elsewhere). It should be different from the Job Location and different from the Morton Wasmer address (which is 2645 Davis Blvd in Naples).}} |  | **2645 Davis Blvd.** |
|  | {{subcitystatezip: Subcontractor City State Zip||The city, state zip portion of the subcontractor’s address to appear under the street address, written to address a letter, in the format like City Name, ST 12345}} |  | Naples, FL 34104 |
| Email: | {{email: Subcontractor email}} |  | Phone: 239-263-2400 |
|  |  |  |  |
|  |  |  |  |

**Project: {{projectname: Project Name||Written in Title Case without abbreviations when possible. The site being worked on - and not the work being performed to it.}}**

**Project No.: {{projectnum: Project Number||The Morton and Wasmer Project Number if present, otherwise blank}}**

| **Original Contract Amount:** | **{{originalcontractamount: Original Contract Amount in dollars with commas but no dollar sign}}** |
| --- | --- |
| **Previous Approved CCOs:** | **{{previousapprovedCCOs: Previous Total Change Orders||Previous approved total Contract Change Orders as dollars with commas but no dollar sign}}** |
| **Revised Contract Amount:** | **{{previousTotal: Previous Total Invoice||Previous total contract amount after the previous change requests, in dollars with commas but no dollar sign like the format 11,111}}** |
| **Total this CCO:** | **{{newcharges: New Charges||Charges for this change order in dollars with commas but no dollar sign, like the format 11,111}}** |
| **Current Contract Amount:** | **{{newtotal: New Total||New total contract amount which is the previous total plus this change order total. In dollars, with commas but no dollar sign, like the format 11,111}}** |

**Cost Code: {{costcodes: Cost Codes||The 5-digit custom MSI cost codes, comma-separated, only if indicated}}**



In connection with your contract dated {{originalcontractdate: Original Contract Date||The date of the original contract before any change orders, in the format Month D, YYYY}}, for the work to be performed at the above referenced project, it has been determined that in view of the requirement for changes in the work, it is necessary to modify the above referenced contract as hereinafter set forth. The changes, and work affected thereby, are subject to all contract stipulations and covenants; and the rights of the Contractor are not prejudiced; and all claims against the Contractor, which is incidental to or as a consequence of the aforementioned charge is satisfied.



**Change Order as a result of {{changeorderdescription: Change Order Description||A partial-sentence description of the change order from the proposal that completes the text 'Change Order as a result of '}}.**

**Cost of added scope of work: ${{addedscope: Added Scope Cost||Cost of added scope, or zero if not present - In dollars with commas but no dollar sign}} {{originalcontractdate: Original Contract Date||The date of the original contract before any change orders, in the format Month D, YYYY}}**

**Credit for deducted scope of work: ${{deductedscope: Deducted Scope Cost|| Amount of any removed scope (which may be called a Net Credit for example), or zero if not present. In dollars with commas but no dollar sign}}**

**Total: ${{calculatednetchange: Net Scope Cost||Net change in cost - calculated as the added scope minus the removed scope. In dollars with commas but no dollar sign.}}**

**{{additionalcostnotes:Additional Cost Notes||Any atypical notes about the cost beyond the additions}}**



Subject to the above conditions, the contract price is adjusted with an **{{increaseordecrease: Increase or Decrease||the word increase if the net change in cost is positive, or the word decrease if negative}}** in the amount of **{{spelleddollarchange: Spelled Dollar Change||The Dollar Amount of the contract change in price spelled out, like Eleven Thousand Two Hundred Seventy Nine Dollars and 00/100}}**  **(${{calculatednetchange: Calculated Net Change||Net change in cost - calculated as the added scope minus the removed scope. In dollars with commas but no dollar sign.}})**

| **{{subcontractor: Subcontractor Company Name||The subcontractor’s company name, written as it would appear on a mailing label. (Subcontractor to our firm which is Morton Wasmer). Usually Title Case, but preserve intentionally stylized casing (e.g., DonutHOLE), and keep abbreviations like LLC in their standard forms.}}** | | **Morton & Wasmer Builders, LLC** | |
| --- | --- | --- | --- |
|  |  |  |  |
| **By:** | [[sub\_signature]] | **By:** | **[[contractor\_signature]]** |
| **Name:** | [[sub\_name]] | **Name:** | **[[contractor\_name]]** |
| **Title** | [[sub\_title]] | **Title** | **Project Manager** |
| **Date:** | [[sub\_signing\_date]] |  | [[client\_signing\_date]] |