

Change Order Form

Form/document #305

This Change Order Form is prepared by the Contractor and presented to the Client to document any changes or modifications to the original scope of work agreed upon in the accompanying General Contract and Agreement of Payment.

Project Details:

Project Name: _____

Project Location: _____

Contractor: _____

Client: _____

Original Scope of Work:

See relevant Document #302 or #200/#201 for a more detailed overview.

Description of Change:

Revised Cost:

1. **Additional Costs:** \$ _____

2. **Deductions/Adjustments:** \$ _____

Total Revised Cost: \$ _____

Revised Timeline:

Start Date: _____ Completion Date: _____

Acknowledgement:

I, the undersigned, hereby acknowledge receipt and review of this Change Order Form. I understand that acceptance of this change order constitutes agreement to the revised terms outlined herein.

Contractor Name: _____

Contractor Signature: _____ Date: _____

Client Name: _____

Client Signature: _____ Date: _____

Note: This Change Order Form serves as documentation of any modifications to the original scope of work and is subject to acceptance by both parties.

Footer/Additional Notes:

