***Change Order***

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| --- | --- | --- |
| **PROJECT:** *(Name and address)*  **TO CONTRACTOR:** *(Name and address)* | **CHANGE ORDER NUMBER:**  **DATE**:  **ARCHITECT'S PROJECT NUMBER:**  **CONTRACT DATE:**  **CONTRACT FOR:** | OWNER  ARCHITECT  CONTRACTOR  FIELD  OTHER |

The Contract is changed as follows:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)*

Change date of Substantial Completion, add days

|  |  |
| --- | --- |
| The original (Contract Sum) was  The net change by previously authorized Change Orders  The (Contract Sum) prior to this Change Order was  The (Contract Sum) will be (unchanged) by this Change Order in the amount of  The new (Contract Sum) including this Change Order, will be  The Contract Time will be (increased) by ( ) days. | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The date of Substantial Completion as of the date of this Change Order, therefore, is

*(NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

|  |  |  |
| --- | --- | --- |
| **ARCHITECT *(****Firm Name)*    **ADDRESS**  **BY** *(****Signature)***  *(typed Name)*  **DATE** | **CONTRACTOR *(****Firm Name)*    **ADDRESS**  **BY** *(****Signature)***  *(typed Name)*  **DATE** | **OWNER *(****Firm Name)*    **ADDRESS**  **BY** *(****Signature)***  *(typed Name)*  **DATE** |