|  |  |
| --- | --- |
|  | {Owner}  {PropertyAddress} |
| CHANGE ORDER No. {CO\_Num} | | | |
| Project Address: {PropertyAddress} | | | |
| Date: {Date} | |  | |
| Contractor’s Name:  {ContractorName} | | Contractor’s Address:  {ContractorStreetAddress}  {City}, {State} {ZipCode} | |
| Contract Date: {ContractDate}  Contract Expiration Date: {ExpirationDate} | | Project No.: {ProjectNumber} | |

**The Contract is Changed as Follows:**

*(Include, where applicable, any undisputed amount attributable to previously executed construction change directives)*

|  |  |  |
| --- | --- | --- |
| The original {CA\_GMP} was: | $ | {OriginalGMP} |
| The net {NetIncDec} (choose one) by previously authorized Change Orders: | $ | {NetChange} |
| The {CA\_GMP} prior to this Change Order was: | $ | {PreviousGMP} |
| The {CA\_GMP} will be {CO\_IncDec} (choose one) by this Change Order in the amount of: | $ | {CO\_Amount} |
| The new {CA\_GMP} including this Change Order will be: | $ | {NewGMP} |
| [The {ContractTime} will be [increased/ decreased] (choose one) by {Days} days[OR][ The Schedule will be replaced with the updated Schedule attached as Exhibit A hereto.] |  |  |
| [The [Work][Scope of Work] is revised to include the Work described in Exhibit B hereto.] |  |  |
| [The Scheduled Date of Substantial Completion as of the date of this Change Order, therefore, is {SubstantialCompletionDate} |  |  |

**NOTES:** This Change Order does not include changes in the {CA\_GMP} or {ContractTime} that have been authorized by a construction change directive until the cost and time have been agreed upon by both Owner and Contractor, in which case a Change Order shall be executed to supersede the construction change directive. All costs to Contractor resulting from the change in work and this Change Order are included in the Change Order calculations above.  This Change Order may be executed in one or more counterparts, each of which, when taken together, shall constitute one and the same document. A facsimile or portable document format (PDF) signature on this Change Order shall be equivalent to, and have the same force and effect as, an original signature.

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

{Owner}

By:

Name:

Its:

Date:

{ContractorName}

By:

Name:

Its:

Date:

{Architect}

By:

Name:

Its:

Date: ]

**[EXHIBIT A**

**REVISED SCHEDULE]**

**[EXHIBIT B**

**ADDITIONAL [WORK][SCOPE OF WORK]**]