

# Change Order

Construction Company

Address

City, State, ZIP

Phone Number

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project name: \_\_\_\_\_

Change order number: \_\_\_\_\_

Original contract date: \_\_\_\_\_

**You are directed to make the following changes in this contract:**


The original contract sum was: \$ \_\_\_\_\_

Net amount of previous change orders: \_\_\_\_\_

Total original contract amount plus or minus net change orders: \_\_\_\_\_

Total amount of this change order: \_\_\_\_\_

The new contract amount including this change order will be: \_\_\_\_\_

The contract time will be changed by the following number of days: (     ) Days

The date of completion as of the date of this change order is: \_\_\_\_\_

**Contractor:**

**Owner:**

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature