**CHANGE ORDER**

|  |  |  |
| --- | --- | --- |
| [PROJECT NAME] |  | [CHANGE ORDER #] |

**Project Name Change Order Number**

|  |  |  |
| --- | --- | --- |
| [PROJECT ADDRESS] |  | [C/O DATE] |

**Project Address Change Order Date**

|  |
| --- |
| [PROJECT MANAGER NAME / FIRM NAME] |

**Project Manager Name / Firm Name**

**DESCRIPTION OF CHANGES:**

(check here  and attach additional pages if more space is needed.)

|  |
| --- |
| [DESCRIPTION OF CHANGES] |

**PRICE.** These changes (select one):

raise  lower the price of the contract to $[NEW CONTRACT PRICE]

do not affect the price of the contract.

**PROJECT DURATION.** These changes (select one):

extend  shorten the duration of the project by [# DAYS] days.

do not affect the duration of the project.

**COMPLETION.** The new approximate date of completion is: [COMPLETION DATE]

**PAYMENT SCHEDULE.** These changes will adjust the payment schedule as follows:

|  |
| --- |
| [PAYMENT SCHEDULE CHANGES] |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Owner Signature Contractor Signature**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [PRINTED NAME] | [DATE] |  | [PRINTED NAME] | [DATE] |

**Printed Name Date Printed Name Date**