

CHANGE ORDER

Project Name

Change Order Number

Project Address

Change Order Date

Project Manager Name / Firm Name

DESCRIPTION OF CHANGES:

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

PRICE. These changes (select one):

- raise lower the price of the contract to \$ _____
 do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

- extend shorten the duration of the project by _____ days.
 do not affect the duration of the project.

COMPLETION. The new approximate date of completion is: _____

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

Owner Signature

Contractor Signature

Printed Name

Date

Printed Name

Date

