|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change Order** | | | | |
| Construction Company |  | Date: |  |  |
| Address | Owner: | | | |
| City, State, ZIP | Contractor: | | | |
| Phone Number | 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 |  |  |