

Contractor Change Order Form Sample

A **contractor change order form sample** is a professionally designed document used to record amendments to the original construction contract. It helps ensure clear communication and legal compliance by detailing the scope, cost, and timeline changes agreed upon by all parties. Utilizing a standardized sample simplifies the approval process and maintains project transparency.

Project Information			
Project Name		Project Number	
Owner Name		Contractor Name	
Date of Original Contract		Change Order Number	

Description of Change
Description of Work/Scope Changes

Cost and Schedule Adjustments	
Original Contract Amount	
Cost of This Change Order	
Revised Contract Amount	
Original Completion Date	
Proposed New Completion Date	

Authorized Approvals			
Owner Signature		Date	
Contractor Signature		Date	
Architect/Engineer Signature (if applicable)		Date	

Note: Attach supporting documents if necessary (e.g., revised drawings, cost breakdowns).