

# 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).*