

Construction Change Order Form

Date: _____

Project Name: _____

Project Address: _____

Owner: _____

Contractor: _____

Original Contract Number: _____

Change Order Number: _____

Description of Change

Reason for Change	_____ _____ _____
Scope of Work Affected	_____ _____ _____
Location of Change	_____ _____

Adjustment Summary

Item	Original Value	Change Amount	Revised Value
Contract Price	\$ _____	\$ _____	\$ _____
Completion Date	_____	+ / - __ days	_____

Other Comments/Conditions

Approvals

Owner Signature Date: _____

Contractor Signature Date: _____

Architect/Engineer Signature (if required) Date: _____