

Simple Change Order Form Sample

This **simple change order form sample** provides a clear and concise template to document project modifications efficiently. It ensures all changes are tracked and approved, minimizing confusion and delays. Perfect for contractors and project managers seeking streamlined communication.

Project Information

Project Name	
Project Number	
Location	
Contractor	
Owner/Client	

Change Order Details

Change Order Number	
Date Issued	
Description of Change	
Reason for Change	

Cost & Schedule Impact

Original Contract Amount	
Change Amount	
New Contract Amount	
Original Completion Date	
Extension Requested (days)	
Revised Completion Date	

Approval

Contractor:

Owner/Client:

Name / Signature Date

Name / Signature Date