LOGO

Your business name

Address · Phone · Email

License #: _____

CHANGE ORDER

CHANGE ORDER #	
DATE	
ORIGINAL QUOTE / CONTRACT #	

CUSTOMER (NAME, PHONE, EMAIL)	JOB ADDRESS

Reason for the change: □ Hidden condition found □ Customer request □ Required by inspector or code □ Material or equipment substitution □ Other: _____

WHAT WE FOUND, OR WHAT WAS ASKED FOR

DESCRIPTION OF THE CHANGED WORK (MATERIALS, SIZES, LOCATIONS; WORK ADDED OR REMOVED)

ITEM	QTY	ADD	CREDIT

Original contract price	
Previous change orders (net)	
This change order (add or credit)	
New contract price	

SCHEDULE	PAYMENT FOR THIS CHANGE
□ No change □ Adds _____ working days · New completion date: _____	□ Added to final payment □ Due on signing □ Other: _____

Agreement. The work and price above change the original quote or contract only as described. All other terms stay the same. No work in this change order starts until both parties have signed it. Once signed, it becomes part of the contract.

CUSTOMER SIGNATURE AND DATE	CONTRACTOR SIGNATURE AND DATE

This template is general information, not legal advice. Have it reviewed for your state before use.