

Change Order Number \_\_\_\_

Pursuant to that agreement between \_\_\_\_\_, described herein as OWNER and \_\_\_\_\_, described herein as CONTRACTOR, dated \_\_\_\_\_ the following change is made in the specifications and scope of work to be performed:

\_\_\_\_\_.

This results in an increase of the total contract price in the amount of \$ \_\_\_\_\_ (\_\_\_\_\_ & \_\_\_/100 dollars) and an adjusted total contract price of \$ \_\_\_\_\_ (\_\_\_\_\_ & \_\_\_/100 dollars). This Change order shall be due and paid separately on a Net 30 Day basis from the date of completion which is estimated to be \_\_\_\_\_.

Dated: \_\_\_\_\_

Accepted by:

\_\_\_\_\_ OWNER

\_\_\_\_\_ CONTRACTOR

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### Review List

This review list is provided to inform you about this document in question and assist you in its preparation. Change or Work Orders are one of the only profit opportunities for construction companies. If you are a contractor, be sure to so advise your clients so they understand that “changes” are much more expensive than original work. When estimating Change Orders remember that lots of time can be absorbed in the quotation process. So be sure to provide for that extra time when you quote on these jobs. If you are the owner, do everything in your power to preplan events so you do not need to enter into these expensive changes.

1. Make multiple copies. Give one to each party.