

CHANGE ORDER REQUEST

Project Name			
Location of Work			
Contract No.		Change Order No.	
Requestor		Date of Request	
Project Manager		Contractor	

CONTRACTOR ITEMIZED BREAKDOWN OF REQUEST

Description of Change Request	
Reason For Change	
Specifications	
Additional Notes	

CHANGE TO COST

Original Price	
Net Increase or Decrease	
Total Contract Price with Approved Changes	

CHANGE IN CONTRACT TIME

Original Time	
Net Increase or Decrease in Time Line	
Total Contract Time with Approved Changes	

ITEMIZED BREAKDOWN OF WORK

ITEM NAME	DESCRIPTION	QUANTITY	AMOUNT
		TOTAL	

CONTRACTOR NAME		PROJECT MANAGER NAME	
CONTRACTOR SIGNATURE		PROJECT MANAGER SIGNATURE	
DATE		DATE	

APPROVED BY	
APPROVER SIGNATURE	
DATE	