

# CHANGE ORDER



## Contractor's Construction, Inc.

License No. 123456

1234 Main Street

Anytown, California 12345

[www.contractorsconstruction.com](http://www.contractorsconstruction.com)

[contractor@contractorsconstruction.com](mailto:contractor@contractorsconstruction.com)

123-456-7890

Existing Contract No. \_\_\_\_\_

Date \_\_\_\_\_ Change Order No. \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email \_\_\_\_\_

**Job Location:** \_\_\_\_\_

We hereby agree to the following change(s) specified below including \_\_\_\_\_ Change Order Specifications Sheet(s):

**Revised Approximate  
Completion Date:** \_\_\_\_\_

**Pricing of additions/credits specified herein:** \$ \_\_\_\_\_

Previous Contract amount: \$ \_\_\_\_\_

**Revised Contract Total:** \$ \_\_\_\_\_

**The schedule of progress payments will be effected in the following manner:**

1. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
2. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
3. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied
4. \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Work or Services scheduled to be supplied

**Accepted:** The above prices, all specifications, and changes to the payment schedule of this Change Order are satisfactory and are hereby accepted. This Change Order becomes part of and in conformance with the existing contract. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

X \_\_\_\_\_  
Owner's Signature Date

**For Contractor's Construction, Inc.**

X \_\_\_\_\_  
Owner's Signature Date

X \_\_\_\_\_  
Representative's Signature Date



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### Change Order Specifications Sheet 1

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Date \_\_\_\_\_ Change Order No. \_\_\_\_\_

Job Location: \_\_\_\_\_

**SAMPLE**  
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**Change Order Specifications Sheet 2**

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Date \_\_\_\_\_ Change Order No. \_\_\_\_\_

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**Change Order Specifications Sheet 3**

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Date \_\_\_\_\_ Change Order No. \_\_\_\_\_

Job Location: \_\_\_\_\_

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**Change Order Specifications Sheet 4**

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Date \_\_\_\_\_ Change Order No. \_\_\_\_\_

Job Location: \_\_\_\_\_

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