

## CHANGE ORDER REQUEST FORM

Project: \_\_\_\_\_ (Name)                      Change Order Date: \_\_\_\_\_  
                  \_\_\_\_\_ (Address)                      Contract Date: \_\_\_\_\_  
                  \_\_\_\_\_ Contract For: \_\_\_\_\_

### I. DESCRIPTION OF REQUESTED CHANGES:

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### II. COST AND TIME ANALYSIS:

- The original Contract Sum was..... \$ \_\_\_\_\_
- Net change to original Contract Sum by previously authorized Change Orders ..... \$ \_\_\_\_\_
- The Contract Sum prior to this Change Order was ..... \$ \_\_\_\_\_
- The Contract Sum will be changed by the amount of ..... \$ \_\_\_\_\_
- The new Contract Sum will be..... \$ \_\_\_\_\_
  
- The Date of Substantial Completion will be changed by \_\_\_\_ days to \_\_\_\_\_, 20\_\_
- The Date of Final Completion will be changed by \_\_\_\_ days to \_\_\_\_\_, 20\_\_

**NOTE: It is understood that the requested changes will not be undertaken until a Change Order is approved by the parties and that the General Terms and Conditions of the Agreement govern all work to be done under this Change Order Request Form.**

Submitted by Contractor: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**CHANGE ORDER**

Project: \_\_\_\_\_ (Name) Change Order Date: \_\_\_\_\_  
\_\_\_\_\_ (Address) Contract Date: \_\_\_\_\_  
\_\_\_\_\_ Contract For: \_\_\_\_\_

**I. SCOPE OF THE WORK FOR THIS CHANGE ORDER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. COST AND TIME ANALYSIS:**

- The original Contract Sum was..... \$ \_\_\_\_\_
- Net change to original Contract Sum by previously authorized Change Orders ..... \$ \_\_\_\_\_
- The Contract Sum prior to this Change Order was..... \$ \_\_\_\_\_
- The Contract Sum will be changed by the amount of..... \$ \_\_\_\_\_
- The new Contract Sum will be..... \$ \_\_\_\_\_
- The Date of Substantial Completion will be changed by \_\_\_\_ days to \_\_\_\_\_, 20\_\_
- The Date of Final Completion will be changed by \_\_\_\_ days to \_\_\_\_\_, 20\_\_

**III. CONTRACTOR’S WAIVER OF RIGHTS:**

- Contractor waives any and all rights to claim additional time or money under this Agreement for Work to be performed pursuant to this Change Order.

**SIGNATURES**

<b>Contractor:</b> _____	<b>Owner:</b> _____	
Signed by: _____	Signed by: _____	
Title: _____	Title: _____	
Date Signed: _____	Date Signed: _____	