

CONSTRUCTION CHANGE ORDER FORM

Project Name: _____ Change Order #: _____
Project Number: _____ General Contractor: _____
Date: _____ Subcontractor: _____
Owner: _____ Requested By: _____

Description of Change:

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Reason for Change:

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Reference to Drawings / Specs / RFI:

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COST BREAKDOWN

Labor Cost:	\$ _____
Material Cost:	\$ _____
Equipment Cost:	\$ _____
Subcontract Cost:	\$ _____
Other Cost:	\$ _____
Markup / Overhead (%):	\$ _____
TOTAL CHANGE ORDER AMOUNT:	\$ _____

SCHEDULE IMPACT

Does this change impact the schedule?	☐ YES ☐ NO ☐ UNKNOWN
Requested Time Extension (Days):	_____ days

Supporting Documentation Attached:

☐ Photos ☐ Daily Reports ☐ RFIs ☐ Supplier Quotes ☐ Other: _____

AUTHORIZATION & APPROVAL

CONSTRUCTION CHANGE ORDER FORM

Contractor Signature

Owner / Client Signature

Architect Signature

Date: _____

Date: _____

Date: _____