

Contractor Change Order Template

Project Name

Change Order #

Date

Contractor

Owner/Client

Original Contract Description

Reason for Change/Alteration

Description of Change(s)

Alteration/Change Details

Item/Reference No.	Description of Alteration	Cost Impact	Time Impact (Days)	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Original Contract Value

Net Change By Previous Change Orders

Value of This Change Order

New Contract Sum

Contractor Authorized Signature

Name

Owner/Client Authorized Signature

Name