

Change Order Template

Project Name

Enter project name

Change Order No.

e.g. CO-001

Date

Prepared By

Enter name

Original Scope Description

Describe the original project scope...

Proposed Scope Change

Describe the proposed scope adjustment...

Cost Impact

e.g. \$2,000 increase

Schedule Impact

e.g. +2 weeks

Notes / Additional Information

Any additional details...

Requested By

Name/signature

Date

Approved By

Name/signature

Date