

# Standard Change Order Template for Contract Amendments

Contract Name/Title: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Change Order Number: \_\_\_\_\_

Date of Issue:        \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Summary of Change

Description of Change	Reason for Change

## Amendment Details

Affected Contract Section(s): \_\_\_\_\_

Modification(s):

## Cost and Schedule Impact

	Original	Change	Revised
Contract Amount			
Completion Date			

## Approvals

\_\_\_\_\_

Authorized Representative (Contractor)

\_\_\_\_\_

Date

\_\_\_\_\_

Authorized Representative (Client/Owner)

\_\_\_\_\_

Date

