

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 _____

