

Construction Change Order Template

Project Name

Change Order No.

Date Issued

Contractor

Owner

Project Location

Description of Change

Reason for Change

Change Details

Item	Description	Cost Change	Schedule Impact (Days)

Summary

Previous Contract Amount

Net Change by This Order

New Contract Amount

Extension of Time (Days)

Approvals

Contractor Signature/Date

Owner Signature/Date

Architect/Engineer Signature/Date
