

Project Revision Change Order

Project Name: _____

Project Number: _____

Client/Owner: _____

Date of Change Order: _____

Change Order No.: _____

Reference Contract/Agreement: _____

Description of Change

Describe the change(s) in detail.

Reason for Change

Provide explanation and justification for this change order.

Impact Assessment

Category	Original	Change (+/-)	Revised
Scope	_____	_____	_____
Schedule/Timeline	_____	_____	_____
Cost/Budget	_____	_____	_____
Other	_____	_____	_____

Additional Notes

Other relevant information, if any.

Authorized Representative
Date: _____

Client/Owner

Date: _____