



Change Order

Request, review, and approval

CONTRACTOR

PHONE / EMAIL / LICENSE #

PART 1 CHANGE REQUEST

Completed by the customer

Pending review. Submitting this request starts a review. It does not authorize any work, change the price, or change the schedule. Nothing changes until Part 3 is signed by both parties.

CUSTOMER NAME

CHANGE ORDER #

PROJECT ADDRESS

ORIGINAL CONTRACT DATE

ORIGINAL CONTRACT OR PROPOSAL #

REQUEST DATE

REQUESTED BY

PHONE OR EMAIL

WHAT WOULD YOU LIKE CHANGED?

WHY ARE YOU REQUESTING IT?

ATTACHED

☐ Photos

☐ Drawings or plans

☐ Product selections

☐ Other:

REVIEW FEE (customer-requested changes only)

AMOUNT (\$)

PAID ON

PAYMENT METHOD

☐ I understand the review fee pays for evaluating this request, as agreed in the original contract. It is non-refundable whether or not the change goes ahead, and paying it does not authorize any work.

CUSTOMER SIGNATURE

DATE

PART 2 CONTRACTOR REVIEW

Completed by the contractor

REVIEWED BY

REVIEW DATE

RESPONSE PROMISED BY

DECISION

☐ Price the change as requested

☐ Offer an alternative

☐ Decline the request

NOTES FOR THE CUSTOMER



Change Order

Approved change and signatures

CONTRACTOR

PHONE / EMAIL / LICENSE #

PART 3 APPROVED CHANGE ORDER

Completed by the contractor, signed by both

CHANGE ORDER #

CUSTOMER / PROJECT

THE APPROVED CHANGE (SCOPE)

NOT INCLUDED IN THIS CHANGE

PRICE

Original contract amount	\$	
Previously approved changes	\$	
This change (credit as negative)	\$	
Review fee credited, if any	\$	
New contract total	\$	

SCHEDULE

Minimum extension per contract	days	
Additional time needed	days	
Total extension	days	
Previous completion date		
New completion date		

Every approved customer-requested change carries at least the minimum extension in the original contract, no matter how small the change.

BILLING AND PAYMENT

☐ Billed on the next draw or invoice ☐ Other:

PAYMENT DUE

THIS PRICING IS VALID UNTIL

APPROVAL No changed work begins until both signatures below are complete.

CUSTOMER SIGNATURE

CONTRACTOR (AUTHORIZED) SIGNATURE

PRINTED NAME

DATE

PRINTED NAME

DATE

By signing, both parties agree to the scope, price, schedule, and payment terms above as an amendment to the original contract.

FOR OFFICE USE: STATUS

☐ Pending ☐ Approved ☐ Declined ☐ Billed ☐ Paid