

# Change Order

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PROJECT: \_\_\_\_\_ CHANGE ORDER NUMBER: \_\_\_\_\_  
(Description and location)

CHANGE ORDER DATE: \_\_\_\_\_

TO CONTRACTOR: (Name and address) \_\_\_\_\_  
\_\_\_\_\_

ORIGINAL CONTRACT DATE: \_\_\_\_\_

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THE CONTRACT IS CHANGED AS FOLLOWS:  
(Describe any scope changes, alterations, deletions or additions; attach justification and backup) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The original Contract Sum was \$ \_\_\_\_\_

The net change by previously authorized Change Orders \$ \_\_\_\_\_

The Contract Sum prior to this Change Order was \$ \_\_\_\_\_

The Contract Sum will be increased/decreased by this Change Order in the amount of \$ \_\_\_\_\_

The new Contract Sum including this Change Order will be \$ \_\_\_\_\_

The Contract Time will be increased by \_\_\_\_\_ days.

The date of Substantial Completion with this Change Order is now \_\_\_\_\_.

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ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME.

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THIS CHANGE ORDER IS NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND AN AUTHORIZED REPRESENTATIVE OF THE OWNER.

\_\_\_\_\_  
CONTRACTOR (Firm name)

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
(Typed name)

\_\_\_\_\_  
(Typed name)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE