**CHANGE ORDER**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **LOCATION OF WORK** |  |
| **CONTRACT NO.** |  | **CHANGE ORDER NO.** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |
| **PROJECT MANAGER** |  | **CONTRACTOR** |  |
| **OWNER** |  | **ENGINEER** |  |

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| **CHANGE REQUEST OVERVIEW** |
| **DESCRIPTION OF CHANGES NEEDED** |   |
| **REASON FOR CHANGE** |   |
| **SUPPORT AND JUSTIFICATION DOCUMENTS** | *List all attached documents that support the requested change and justify any increased cost and time.* |
|  |
| **SPECIFICATIONS** |  |

|  |  |
| --- | --- |
| **CHANGE IN CONTRACT PRICE** | **CHANGE IN CONTRACT TIMES** |
| **ORIGINAL PRICE** |  | **ORIGINAL TIMES** |  |
| **NET CHANGES OF PREVIOUS CHANGE ORDERS** |  | **NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS** |  |
| **NET INCREASE / DECREASE** |  | **NET INCREASE / DECREASE** |  |
| **TOTAL CONTRACT PRICE WITH APPROVED CHANGES** |  | **TOTAL CONTRACT TIME** **WITH APPROVED CHANGES** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **RECOMMENDED BY**ENGINEER |  | **APPROVED BY** OWNER |  |
| **DATE** |  | **DATE** |  |
| **ACCEPTED BY** CONTRACTOR |  | **REVIEWED BY** FUNDER |  |
| **DATE** |  | **DATE** |  |

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| --- | --- |
| **PROJECT NAME** |  |
| **LOCATION OF WORK** |  |
| **CONTRACT NO.** |  | **CHANGE ORDER NO.** |  |

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| **ITEMIZED BREAKDOWN OF WORK** |
| **MATERIAL NAME** | **DESCRIPTION** | **QUANTITIY** | **UNIT PRICE** | **AMOUNT** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **TOTAL** |  |
| **LABOR** | **NO. OF HRS** | **RATE** | **AMOUNT** |
| REGULAR PAY |  |  |  |
| OVERTIME PAY |  |  |  |
|  | **TOTAL** |  | **TOTAL** |  |
| **EQUIPMENT** | **NO. OF HRS** | **RATE** | **AMOUNT** |
| RENTED |  |  |  |
| OWNED |  |  |  |
| TRUCKING |  |  |  |
|  |  |  | **TOTAL** |  |
| **OVERHEAD (MATERIAL, LABOR, & EQUIPMENT TOTAL)** |  | x 15% |  |
| **SUBCONTRACTORS** | **NO. OF HRS** | **RATE** | **AMOUNT** |
| SUBCONTRACTOR 1 |  |  |  |
| SUBCONTRACTOR 2 |  |  |  |
| SUBCONTRACTOR 3 |  |  |  |
|  |  |  | **TOTAL** |  |
|  |  | **GRAND TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTRACTOR SIGNATURE** |  | **PROJECT MANAGER SIGNATURE** |  |
| **DATE** |  | **DATE** |  |

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