[](http://bit.ly/2uQjyAt)**CONTRACT CHANGE ORDER TEMPLATE**

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

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| **CONTRACTOR IS DIRECTED TO COMPLETE THE FOLLOWING CHANGES IN CONTRACT DOCUMENTS** | |
| **DESCRIPTION**  **OF CHANGES NEEDED** |  |
| **REASON FOR CHANGE** |  |
| **SUPPORT & JUSTIFICATION DOCUMENTS** | *List all attached documents which support the requested change, and justify any increased cost and time.* |
|  |
| **SPECIFICATIONS** |  |

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| **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** |  |

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| **RECOMMENDED BY**  ENGINEER OF RECORD |  | **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** | | | | |
| **ITEM NAME** | **DESCRIPTION** | **QUANTITY** | **UNIT PRICE** | **AMOUNT** |
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|  |  |  | **TOTAL** |  |

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

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