**CONTRACT CHANGE ORDER TEMPLATE**

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

|  |
| --- |
| **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** |  |

|  |  |  |
| --- | --- | --- |
| **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 OF RECORD |  | **APPROVED BY** OWNER |  |
| **DATE** |  | **DATE** |  |
| **ACCEPTED BY** CONTRACTOR |  | **REVIEWED BY** FUNDER |  |
| **DATE** |  | **DATE** |  |

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

|  |
| --- |
| **ITEMIZED BREAKDOWN OF WORK** |
| **ITEM NAME** | **DESCRIPTION** | **QUANTITY** | **UNIT PRICE** | **AMOUNT** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **TOTAL** |  |

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |