

# CHANGE ORDER REQUEST SUMMARY



<b>PROJECT NAME</b>			
<b>LOCATION OF WORK</b>			
<b>PROJECT MANAGER</b>		<b>CLIENT</b>	
<b>REQUESTING PARTY</b>		<b>DATE OF REQUEST</b>	

CHANGE REQUEST OVERVIEW	
<b>DESCRIPTION OF CHANGES NEEDED</b>	
<b>REASON FOR CHANGE</b>	
<b>SUPPORT AND JUSTIFICATION DOCUMENTS</b>	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
<b>SPECIFICATIONS</b>	
<b>ADDITIONAL INFORMATION</b>	

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
<b>ORIGINAL PRICE</b>		<b>ORIGINAL TIMES</b>	
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS</b>		<b>NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS</b>	
<b>NET INCREASE / DECREASE</b>		<b>NET INCREASE / DECREASE</b>	
<b>TOTAL CONTRACT PRICE WITH APPROVED CHANGES</b>		<b>TOTAL CONTRACT TIME WITH APPROVED CHANGES</b>	

<b>ACCEPTED BY</b>		<b>APPROVED BY</b>	
<i>SIGNATURE</i>		<i>SIGNATURE</i>	
<b>NAME &amp; TITLE</b>		<b>NAME &amp; TITLE</b>	
<b>DATE</b>		<b>DATE</b>	