Change Order Template

CHANGE ORDER #[number]

Date: [date]
Project: [job name / address]
Contractor: [your business name, phone, license # if your state requires one]
Client: [client name]

ORIGINAL CONTRACT
Dated [date of contract], original price $[amount].
Previous change orders: [none / CO #1 $___ ; CO #2 $___]
Contract total before this change: $[amount]

DESCRIPTION OF CHANGE
[What exactly will be added, removed or swapped. Where. What brand, size or spec. One change per change order if you can.]

REASON FOR CHANGE
[Client request / hidden condition found / code or inspector requirement / material unavailable]

COST OF THIS CHANGE
Labor: [hours] x $[rate] = $[amount]
Materials: $[amount]
Subcontractor: $[amount, or 0]
Subtotal: $[amount]
Markup/overhead and profit ([x]%): $[amount]
TOTAL THIS CHANGE: $[amount] (use a minus sign for a credit)

SCHEDULE IMPACT
This change adds / removes [number] working days.
Original completion date: [date] New completion date: [date]

NEW CONTRACT TOTAL
Contract total before this change: $[amount]
This change order: $[amount]
NEW CONTRACT TOTAL: $[amount]

PAYMENT TERMS FOR THIS CHANGE
$[amount] due [on signing / with the next progress payment / at completion].
Payment method: [check, card, transfer]

TERMS
Work described above will not start until this change order is signed by both parties. All other terms of the original contract stay the same. Pricing is good for [number] days from the date above.

SIGNATURES
Client: _____ Date: _____

Contractor: _____ Date: _____