CHANGE ORDER

PROJECT TITLE_____C/O NO:_____

G.L.NO:_____ P/O NO:_____ CONTRACT DATE:_____

CONTRACTOR_____

The following changes are hereby made to the Contract Document: _____

Justification: _____

Original Contract Price: $_____.__

The Contract Price, as adjusted by previous Change Orders: $_____.__

The Contract Price due to Change Order will be
(increased) / (decreased) by: $_____.__

The NEW Contract Price due to this Change Order will be: $_____.__

Change to Contract Time:

The Contract Time will be (increased) / (decreased) by _____
The DATE for completion of all work under the Contract will be _____

Approval Required:

To be effective, this order must be approved by the owner if it changes the scope or objective of the project, or as may otherwise be required under the term of the Supplementary General Conditions of the Contract.

Requested by: _____ Date: _____

Recommended by:_____ Date: _____

Ordered by: _____ Date: _____

Accepted by: _____ Date: _____