**CHANGE ORDER REQUEST SUMMARY**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
| **LOCATION OF WORK** |  |
| **PROJECT MANAGER** |  | **CLIENT** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |

|  |
| --- |
| **CHANGE REQUEST OVERVIEW** |
| **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** |  |
| **ADDITIONAL INFORMATION** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCEPTED BY**  |  | **APPROVED BY**  |  |
| ***SIGNATURE*** | ***SIGNATURE*** |
| **NAME & TITLE** |  | **NAME & TITLE** |  |
| **DATE** |  | **DATE** |  |