

CHANGE ORDER

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

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT AND JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
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		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				
MATERIAL NAME	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
			TOTAL	
LABOR		NO. OF HRS	RATE	AMOUNT
REGULAR PAY				
OVERTIME PAY				
			TOTAL	
EQUIPMENT		NO. OF HRS	RATE	AMOUNT
RENTED				
OWNED				
TRUCKING				
			TOTAL	
OVERHEAD (MATERIAL, LABOR, & EQUIPMENT TOTAL)			x %	
SUBCONTRACTORS		NO. OF HRS	RATE	AMOUNT
SUBCONTRACTOR 1				
SUBCONTRACTOR 2				
SUBCONTRACTOR 3				
			TOTAL	
GRAND TOTAL				

CONTRACTOR SIGNATURE		PROJECT MANAGER SIGNATURE	
DATE		DATE	

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