

Change Order Form

Project Name: _____

Project Number: _____

Original Contract Date: _____

Change Order Number: _____

Date Issued: _____

Requested By: _____

Description of Change:

Estimated Cost Impact: _____

Revised Contract Total: _____

Schedule Impact (Days): _____

Revised Completion Date: _____

Standard Terms & Conditions:

1. This Change Order becomes part of and is subject to all conditions of the original contract.
2. All changes in cost and time are subject to mutual agreement and approval prior to commencement.
3. The contractor shall not proceed with any changes until written approval is received from the client.
4. Any additional work performed without an approved Change Order is at the contractor's risk.
5. Payment for this Change Order shall be in accordance with the payment terms of the original contract.
6. All changes shall comply with applicable laws, regulations, and site safety policies.
7. The scope of this Change Order is limited to the description provided above; all other contract terms remain in effect.
8. Delays caused by the change will be addressed through adjustments in the project schedule as mutually agreed.
9. If materials or equipment are ordered for the change, client is responsible for all related costs, including restocking fees if cancelled.
10. This Change Order is binding upon execution by authorized representatives of both parties.

Approved By (Client): _____ Date: _____

Approved By (Contractor): _____ Date: _____