

CHANGE ORDER

Change order number: [CO-#]

Date of this change order: [date]

Project: [project name or description]

Property address: [job site address]

Original contract dated: [date of original contract]

Owner: [Owner's full legal name], [address], [email]

Contractor: [Contractor's full legal name or business name], [address], [email], license number [license number, if applicable]

The Owner and the Contractor agree to change the original contract as described below. Except as changed here, the original contract and all earlier signed change orders stay in full effect.

1. Reason for the change

- ☐ Requested by the Owner
- ☐ Hidden or unforeseen condition found on site
- ☐ Required by building code, inspector or permit
- ☐ Material or product unavailable (substitution)
- ☐ Other: [describe]

Notes: [short explanation of why the change is needed]

2. Description of the change

Work added:

[Describe the added work in detail: location, materials, brands or grades, quantities, dimensions.]

Work removed or reduced:

[Describe any work taken out of the contract, or write "None."]

Materials substituted:

[Original material → replacement material, or write "None."]

Attachments: ☐ Photos ☐ Revised drawing ☐ Supplier quote ☐ Other: [describe]

3. Price change

This change is priced as:

- ☐ **Lump sum.** The price of this change is [\$ amount].

☐ **Time and materials**, at these rates: labor [\$ rate] per hour, materials at cost plus [percentage]%, not to exceed [\$ amount] without a further signed change order.

	Amount
Original contract price	[\$ amount]
Net change from earlier change orders (CO-1 to CO-[#])	[+/- \$ amount]
Contract price before this change order	[\$ amount]
This change order	[+/- \$ amount]
New contract price	[\$ amount]

Cost breakdown for this change (optional):

Item	Quantity	Unit price	Total
Labor	[hours]	[\$ rate]	[\$ amount]
Materials: [describe]	[qty]	[\$ price]	[\$ amount]
Subcontractor: [trade]			[\$ amount]
Equipment or disposal			[\$ amount]
Permit or inspection fees			[\$ amount]
Overhead and profit		[percentage]%	[\$ amount]
Total			[\$ amount]

If this change removes work, show the credit as a negative amount. Credits for removed work include materials not yet purchased and labor not yet performed, less any restocking or cancellation fees the Contractor actually pays, which the Contractor will document on request.

4. Schedule change

This change ☐ does not affect the completion date ☐ adds [number] days ☐ removes [number] days.

Completion date before this change order: [date]

New completion date: [date]

5. Payment schedule change

☐ The price change will be added to or deducted from the ☐ next progress payment ☐ final payment.

☐ The price change is due as follows: [describe, e.g. 50% on signing this change order, 50% when the changed work is complete].

☐ Other: [describe]

6. Other terms

The changed work will be done to the same standards, warranty and other terms as the original contract unless stated here: [any different terms, or write "None."]

The Contractor will not begin the work described in this change order until both parties have signed it. If the Owner does not sign within [number] days, this change order expires and the Contractor may need to re-price it.

The parties agree this change order may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one. Once signed by both parties, this change order becomes part of the original contract.

Signatures

Owner

Signature: _____

Name: [full name]

Date: [date]

Contractor

Signature: _____

Name: [full name]

Date: [date]