

**CHANGE ORDER  
EXTRA WORK ORDER**

CUSTOMER: \_\_\_\_\_ PROJECT: \_\_\_\_\_

We hereby order the following change in the described contract or order the following extra work beyond the scope of any existing contract: (describe work to be performed)

The contract sum shall be increased by or the extra work contract amount shall be:

- The Fixed sum of \$ \_\_\_\_\_.
- \$ \_\_\_\_\_ per hour of unskilled labor, \$ \_\_\_\_\_ per hour of skilled labor, \$ \_\_\_\_\_ per hour of supervisor time expended to complete the change, plus 115% of the cost of all materials.
- Contractors actual cost, including payroll and burdens for all labor and supervisors, plus 15%.
- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no precise method of adjustment has been determined at this time, then the contract sum shall be equitably adjusted within thirty days to compensate the contractor for the change at contractor's standard rates. Payment for any change shall be due before work begins and in no event later than upon completion of the change work. The time for completion of any existing contract shall be increased by the estimated \_\_\_ days required to complete the change or by an equitable amount of time if no time estimate is presently agreed. The contractor may request suitable verifications of funding for this change or extra work order before work commences or materials ordered.

AUTHORIZATION: \_\_\_\_\_  
Signature Date