

# Construction Change Order Template

## Project Information

- Project Title: \_\_\_\_\_
- Project Number: \_\_\_\_\_
- Contractor Name: \_\_\_\_\_
- Client Name: \_\_\_\_\_
- Change Order Number: \_\_\_\_\_
- Date of Issue: // \_\_\_\_\_

## Change Order Description

Description of Change	Reason for Change	Location of Change

## Financial Impact

- Original Contract Price: \$ \_\_\_\_\_

- Change in Price:  Increase  Decrease

Amount: \$ \_\_\_\_\_

- New Contract Price: \$ \_\_\_\_\_

### Timeline Impact

- Original Project Completion Date: // \_\_\_\_\_
- Additional Time (if any): \_\_\_\_\_ days
- Revised Completion Date: // \_\_\_\_\_

### Approval Section

Approved by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Client: \_\_\_\_\_ Date: \_\_\_\_\_