

# Free Construction Change Order Form

Project Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

## Change Order Information

- Change Order Number: \_\_\_\_\_
- Date Issued: \_\_\_\_\_

## Description of Change

- Original Scope:  
\_\_\_\_\_
- Proposed Change:  
\_\_\_\_\_
- Reason for Change:  
\_\_\_\_\_

## Change Impact

- Cost Increase/Decrease:  Increase  Decrease  
Amount: \$ \_\_\_\_\_
- New Project Cost: \$ \_\_\_\_\_

## Project Schedule Impact

- Original Completion Date: // \_\_\_\_\_
- New Completion Date: // \_\_\_\_\_
- Days Added/Reduced:  Added  Reduced  
Amount: \_\_\_\_\_ Days

## Approval Section

- **Contractor Signature:** \_\_\_\_\_
- **Client Signature:** \_\_\_\_\_
- **Date: //** \_\_\_\_\_