

# Printable Construction Change Order Form

## Project Information

- Project Name: \_\_\_\_\_
- Project Address: \_\_\_\_\_
- Change Order No: \_\_\_\_\_
- Contractor: \_\_\_\_\_
- Date of Request: \_\_\_\_\_

## Description of Change

1. Change Requested:

\_\_\_\_\_

2. Reason for Change:

\_\_\_\_\_

3. Location of Change:

\_\_\_\_\_

4. Additional Information/Notes:

\_\_\_\_\_

## Cost Impact

Original Contract Price	Change in Price	Revised Contract Price
\$ _____	\$ _____	\$ _____

## Time Impact

1. Original Completion Date: // \_\_\_\_\_
2. Days Added Due to Change: \_\_\_\_\_
3. New Completion Date: // \_\_\_\_\_

## Approval

- **Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Architect Signature (if applicable):** \_\_\_\_\_