

# Construction Work Change Order Form

## Work Order Details

- Change Order Number: \_\_\_\_\_
- Original Work Order Number: \_\_\_\_\_
- Project Name: \_\_\_\_\_
- Date of Change Request: \_\_\_\_\_

## Reason for Change

Provide a brief explanation for the requested changes:

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## Revised Scope of Work

List the changes to be made:

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## Additional Resources Required

- Materials: \_\_\_\_\_
- Equipment: \_\_\_\_\_

## Revised Timeline

- New Start Date: \_\_\_\_\_
- New Completion Date: \_\_\_\_\_

Cost Adjustments (if any):

- Additional Cost: \_\_\_\_\_

- **Total Revised Cost:** \_\_\_\_\_

**Acknowledgment of Changes**

I approve the changes mentioned in this order.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_