**Construction Variation Change Order Template**

### **PROJECT INFORMATION**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contract No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Change Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **CHANGE DETAILS**

**Original Scope of Work:**

**Requested Change:**

**Reason for Change:  
☐ Client Request ☐ Structural Issue ☐ Material Availability ☐ Other: \_\_\_\_\_\_\_\_\_\_\_**

### **SCHEDULE IMPACT**

**Original Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Revised Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Days Required: ☐ No Change ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days**

### **COST IMPACT**

**Original Contract Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Additional Cost Due to Change: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Revised Contract Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **APPROVALS**

**Requested By (Client/Contractor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reviewed & Approved By (Project Engineer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**