

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:** _____