

Change Order

A written record of one change to a job, agreed before the work is done.

CHANGE ORDER NUMBER

DATE

JOB / PROJECT

JOB ADDRESS

CUSTOMER NAME

CUSTOMER PHONE OR EMAIL

CONTRACTOR

ORIGINAL CONTRACT OR QUOTE DATE

Description of the change
What is being added, removed or changed, in plain words. Include materials and labor.

Reason for the change
What was found, or what the customer asked for.

Price of this change
Amount added to (or subtracted from) the job. Write "no change" if the price stays the same.

New job total
Original contract or quote total, plus or minus every approved change so far, including this one.

Effect on the schedule
Extra days, a new completion date, or "no change".

Payment for this change

When it is due and how it is paid (with the next progress payment, on completion, etc.).

CUSTOMER SIGNATURE**PRINTED NAME****DATE**

CONTRACTOR SIGNATURE**PRINTED NAME****DATE**

Both parties keep a copy. Work described here does not begin until both signatures are on this page. This template is provided free by Volta Orbit (voltaorbit.com/change-orders/template/); it is a general form, not legal advice. Check your state's home-improvement contract rules.