

CHANGE ORDER

Project: *(Name and address)* Change Order Number: _____

Change Order Date: _____

Architect/Engineer
Project Number: _____

Contractor: *(Name and address)*

Contract Date: _____

Contract For: _____

The Contract is changed as follows:

(Include if applicable, any undisputed amount attributable to previously executed Work Change Directives)

The original Contract Price was \$ _____

The net change by previously authorized Change Orders \$ _____

The Contract Price prior to this Change Order was \$ _____

The Contract Price will be (increased)(decreased)(unchanged)
by this Change Order in the amount of \$ _____

The new Contract Price including this Change Order will be \$ _____

The Contract Time will be (increased)(decreased)(unchanged) by
_____ () days

The date all of the Work shall be completed for the entire Project and ready for final
payment as a result of this Change Order is _____

Note: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Work Change Directive until the cost and time has been determined as per the Contract, in which case a Change Order is executed to supersede the Work Change Directive. Time is of the essence for this Change Order.

NOT VALID UNTIL SIGNED BY THE ARCHITECT/ENGINEER, CONTRACTOR AND OWNER.. The effective date of this Change Order will be the date when the last one of Architect/Engineer, City and Contractor has signed.

Architect/Engineer *(Firm name)* Contractor *(Firm name)* Owner

Address Address Address

By *(Signature)* By *(Signature)* By *(Signature)*

(Typed name) *(Typed name)* *(Typed name)*

(Date) *(Date)* *(Date)*