

CHANGE ORDER REQUEST

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PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER		CLIENT	
REQUESTING PARTY		DATE OF REQUEST	

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change, and justify any increased cost and time.</i>
SPECIFICATIONS	
ADDITIONAL INFORMATION	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE	
NAME & TITLE	
DATE	

APPROVED BY SIGNATURE	
NAME & TITLE	
DATE	

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