

Change order

Extra work, or work taken out, agreed after the original quote. Fill it in, then have the customer sign before the work starts.

Contractor

COMPANY

PHONE

EMAIL

JOB NAME OR NUMBER

JOB ADDRESS

ORIGINAL QUOTE NUMBER

Customer

NAME

PHONE

EMAIL

CHANGE ORDER NUMBER

DATE

ORIGINAL QUOTE DATE

Reason for the change What changed, and why. Note any photos taken.

Work added

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Total added			

Work taken out (credits)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Total credited			

Totals

Original contract amount

Earlier signed change orders (+ or -)

This change (added minus credits)

New contract total

Schedule impact

☐ No change to the schedule

☐ Adds ____ days to the schedule

NEW COMPLETION DATE

Payment terms

☐ Due with the next invoice ☐ Deposit of \$_____ due before the work starts ☐ Other: _____

By signing, the customer agrees to this change, its price and its effect on the schedule, and that it becomes part of the agreement for this job. The work starts after it is signed. An electronic signature counts the same as signing on paper.

Customer

SIGNATURE

PRINTED NAME

DATE

Contractor

SIGNATURE

PRINTED NAME

DATE