

CHANGE ORDER

SAMPLE — a worked example filled in with invented details. Not a real customer, company or job.

This change order amends the contract dated **March 2, 2026** between **Harrow & Vane Remodeling LLC** and **Denise Okonkwo** for work at **217 Fallowmere Road, Brightwater, OH**. It takes effect only when both parties have signed it.

Change Order Details

Change order number: **003**

Date raised: **April 14, 2026**

Raised by: **Contractor, after the Customer asked on site**

Why this change came up: **Customer asked for electric floor heat under the new tile after seeing the subfloor open**

1. What Is Changing

Describe the change so that someone who was not there could tell what was added, removed, or done differently — and where.

Add / Remove / Substitute	The change — what, where, in what material and to what extent	Amount
Add	Supply and install 40 sq ft electric floor-heating mat under the new bathroom tile, on the existing subfloor, with a programmable thermostat set beside the light switch	\$1,610.00
Add	Dedicated 20-amp circuit from the panel to the thermostat, including permit amendment and re-inspection	\$395.00
Remove	Uncoupling membrane priced in the original scope, no longer needed under the heat mat	-\$140.00

2. What the Contract Is Now Worth

This is the running contract math. Line A is your original contract, line B is every change approved before today, and line E is the figure the customer is signing — the amount the final payment reconciles to.

A	Original contract amount	from your signed contract	\$21,450.00
B	Change orders already approved, total	your approved changes so far	\$1,180.00
C	Contract amount before this change	= A + B	\$22,630.00
D	This change order (a deduction is negative)	total of Section 1	\$1,865.00
E	NEW CONTRACT AMOUNT	= C + D	\$24,495.00

Line D is the total of the Amount column in Section 1. Line B is zero on the first change order for a job; after that it is the total of every change order you have already signed on this job. Lines C and E calculate themselves as you type in Adobe Acrobat Reader and most desktop PDF readers; in a browser or phone viewer they are ordinary typeable boxes, which is why the arithmetic is printed beside each one. Sales tax, where it applies, is calculated on the new contract amount and is not included in these lines unless your original contract said otherwise.

3. What It Does to the Schedule

Calendar days this change adds or removes: **+4 calendar days**

Substantial-completion date before this change: **May 8, 2026**

Revised substantial-completion date: **May 12, 2026**

Where the change requires a permit amendment, a re-inspection, or a material with a lead time, the days above include that wait. If the wait cannot be known yet, say so here: **None — mat is in stock at Brightwater Electric Supply**

4. How It Is Paid

This change is payable: **With the tile-complete stage payment, due April 29**

Unless stated otherwise, an addition is payable with the next stage payment falling due after this change order is signed, and a deduction is credited against the final payment. Everything else in your original contract stays as it was, and applies to this changed work in the same way.

5. Authorization

The Customer authorizes the change described above at the price in line D, and agrees the contract amount is now the figure in line E and the completion date is the one in Section 3. Work on this change starts after both signatures below.

Work on this change must not begin before both parties have signed.

Worked example — every business name, customer name, address, figure and date in this document is invented, and no real person, company or property is intended. This is what a well-filled change order looks like: specific enough that someone who was not there could tell what changed.

SIGNATURES

Contractor

Name:

Signature:

Date:

Customer

Name:

Signature:

Date: