

CHANGE ORDER

This change order amends the contract dated [] between [] and [] for work at []. It takes effect only when both parties have signed it.

Change Order Details

Change order number: []
Date raised: []
Raised by: []
Why this change came up: []

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

A deduction is written as a negative amount. Substitutions get two lines: what comes out, and what goes in. Add up the Amount column — that total is line D in Section 2.

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	
B	Change orders already approved, total	your approved changes so far	
C	Contract amount before this change	= A + B	
D	This change order (a deduction is negative)	total of Section 1	
E	NEW CONTRACT AMOUNT		= C + D

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:

Substantial-completion date before this change:

Revised substantial-completion date:

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:

4. How It Is Paid

This change is payable:

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.

Give the Customer a signed copy the same day, and keep one yourself. Photograph the area this change affects before you touch it.

SIGNATURES

Contractor

Name:

Signature:

Date:

Customer

Name:

Signature:

Date: