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CHANGE ORDER

CHANGE ORDER NO.	DATE	CONTRACT / PROJECT	CONTRACT DATE

CONTRACTOR

Name

Address

Contact

CLIENT

Name

Address

Contact

DESCRIPTION OF THE CHANGE

Pricing

Item	Qty	Unit price	Amount
This change order			

Original contract amount	
Previous change orders	
New contract total	

Schedule change (days)

New completion date

Payment terms for this change

Work starts after signature on

All other terms of the original contract stay the same. Work on this change starts only after both parties sign.

Contractor signature / date

Client signature / date