**ENGINEERING CHANGE ORDER TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** |  | | |
| **LOCATION OF WORK** |  | | |
| **CONTRACT NO.** |  | **CHANGE ORDER NO.** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |
| **PROJECT MANAGER** |  | **CONTRACTOR** |  |
| **OWNER** |  | **ENGINEER** |  |

|  |  |
| --- | --- |
| **CHANGE OVERVIEW** | |
| **DRAWING / DESCRIPTION OF CHANGE** |  |
|  |
| **REASON FOR CHANGE** |  |
| **ACTIONS REQUESTED** |  |
| **SUPPORT AND JUSTIFICATION DOCUMENTS** |  |
|  |
| **PRELIMINARY ENGINEERING** |  |
| **CONSTRUCTION ENGINEERING** |  |
| **SUMMARY OF ASSUMPTIONS AND RISKS** |  |
| **ITEMS IMPACTED** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEMIZED BREAKDOWN OF WORK** | **NO. OF HRS** | **RATE** | **AMOUNT** |
| **CONSTRUCTION** |  |  |  |
| **DESIGN ALLOCATION** |  |  |  |
| **OTHER** |  |  |  |
|  | **TOTAL** | |  |
|  | **TAX** | x 20% |  |
|  | **GRAND TOTAL** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **RECOMMENDED BY**  ENGINEER OF RECORD |  | **APPROVED BY** OWNER |  |
| **DATE** |  | **DATE** |  |
| **ACCEPTED BY** CONTRACTOR |  | **REVIEWED BY** FUNDER |  |
| **DATE** |  | **DATE** |  |

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