

# ENGINEERING CHANGE ORDER TEMPLATE

<b>PROJECT NAME</b>			
<b>LOCATION OF WORK</b>			
<b>CONTRACT NO.</b>		<b>CHANGE ORDER NO.</b>	
<b>REQUESTING PARTY</b>		<b>DATE OF REQUEST</b>	
<b>PROJECT MANAGER</b>		<b>CONTRACTOR</b>	
<b>OWNER</b>		<b>ENGINEER</b>	

## CHANGE OVERVIEW

<b>DRAWING / DESCRIPTION OF CHANGE</b>	
<b>REASON FOR CHANGE</b>	
<b>ACTIONS REQUESTED</b>	
<b>SUPPORT AND JUSTIFICATION DOCUMENTS</b>	
<b>PRELIMINARY ENGINEERING</b>	
<b>CONSTRUCTION ENGINEERING</b>	
<b>SUMMARY OF ASSUMPTIONS AND RISKS</b>	

<b>ITEMS IMPACTED</b>	
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**CHANGE IN CONTRACT PRICE**

<b>ORIGINAL PRICE</b>	
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS</b>	
<b>NET INCREASE / DECREASE</b>	
<b>TOTAL CONTRACT PRICE WITH APPROVED CHANGES</b>	

**CHANGE IN CONTRACT TIMES**

<b>ORIGINAL TIMES</b>	
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS</b>	
<b>NET INCREASE / DECREASE</b>	
<b>TOTAL CONTRACT TIME WITH APPROVED CHANGES</b>	

**ITEMIZED BREAKDOWN OF WORK**

	<b>NO. OF HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>CONSTRUCTION</b>			
<b>DESIGN ALLOCATION</b>			
<b>OTHER</b>			
	<b>TOTAL</b>		
	<b>TAX</b>	x 20%	
	<b>GRAND TOTAL</b>		

<b>RECOMMENDED BY ENGINEER OF RECORD</b>		<b>APPROVED BY OWNER</b>	
<b>DATE</b>		<b>DATE</b>	
<b>ACCEPTED BY CONTRACTOR</b>		<b>REVIEWED BY FUNDER</b>	
<b>DATE</b>		<b>DATE</b>	

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