

Company Name
 Address
 Phone Number

(Company Logo)

CONSTRUCTION CHANGE ORDER

Project Name		Client	
Change Order No.		Company Name	
Requesting Party		Address	
Date of Request		Phone Number	
Description of Changes			
Reasons for Change			
Additional Information			
Materials	Description	Quantity	Unit Price
			Amount
			Total

Labor	Hours	Rate	Amount
Regular Pay			
Overtime Pay			
			Total

Equipment	Hours	Rate	Amount
			Total
			Grand Total

Approved By	Date and Signature