TIM

CHANGE ORDER

This document is not valid, and work should not proceed, until signed by both parties.

PROJECT / CLIENT NAME	**CHANGE ORDER #**
DATE	**ORIGINAL CONTRACT TOTAL ($)**

DESCRIPTION OF CHANGE

What is being added, removed, or changed from the original scope — be specific.

REASON FOR CHANGE

[ ] Discovered site condition   [ ] Client request   [ ] Code / inspection requirement   [ ] Other:

COST IMPACT

Labor	$
Materials	$
Subcontractor	$
TOTAL CHANGE AMOUNT	**$**

SCHEDULE IMPACT — DAYS ADDED	**NEW CONTRACT TOTAL ($)**

Work on this item will not proceed until both signatures below are complete.

CONTRACTOR SIGNATURE	**DATE**
CLIENT SIGNATURE	**DATE**

TIM

CHANGE ORDER LOG

Track every change order for this project on one page — so none of them go unbilled.

CO #	Date	Description	Amount	Approved By	Signed	Status

TOTAL APPROVED CHANGE ORDERS THIS PROJECT ($)

MATCHES FINAL INVOICE? (Y/N)