



Change Order

Date Prepared: 6/17/2011

Clients Name:	Job Number:	Lead Number:
Street:	Job Address:	
City:	City:	
State:	Zip:	State: Zip:
Cell Phone:	Job Phone:	_____

You are hereby authorized to perform the following specifically described additional work:	
Change Order Type:	Customer Requested
1.) Change Order Fee	\$125.00
2.)	\$0.00
3.)	\$0.00
4.)	\$0.00
5.)	\$0.00
6.)	\$0.00
7.)	\$0.00
8.)	\$0.00
9.)	\$0.00
10.)	\$0.00
11.)	\$0.00
12.)	\$0.00
13.)	\$0.00
14.)	\$0.00
15.)	\$0.00
16.)	\$0.00
17.)	\$0.00
18.)	\$0.00
19.)	\$0.00
Project Management	\$8.75
Administrative fees	\$1.25
Designer oversight	\$0.63
Overhead & Profit	\$18.75
Note: These changes will add XX days to the project schedule.	\$0.00
NOTE: 1.) Please sign & date all copies.	
2.) Keep the "Yellow" copy for your records.	
3.) Return the "White" copy to our office.	
Total	\$154.38

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$154.38

Payment will be made as follows: *with the next progressive payment or before change order work is started*
 Above additional work to be performed under the same conditions as specified in the original contract unless otherwise stipulated.

Date: _____ Authorizing Signature: _____

We hereby agree to furnish labor and materials, complete in accordance with the above specifications, at above price.

Contractor's Representative: _____ Date: 6/17/2011

THIS IS CHANGE ORDER N^O. XXXX-X-X