[](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)**CONSTRUCTION CHANGE ORDER**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** |  | | |
| **LOCATION OF WORK** |  | | |
| **PROJECT MANAGER** |  | **CLIENT** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |

|  |  |
| --- | --- |
| **CHANGE REQUEST OVERVIEW** | |
| **DESCRIPTION**  **OF CHANGES NEEDED** |  |
| **REASON FOR CHANGE** |  |
| **SUPPORT & JUSTIFICATION DOCUMENTS** | *List all attached documents which support the requested change, and justify any increased cost and time.* |
|  |
| **SPECIFICATIONS** |  |
| **ADDITIONAL INFORMATION** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACCEPTED BY** |  |  | **APPROVED BY** |  |
| ***SIGNATURE*** |  | ***SIGNATURE*** |
| **NAME & TITLE** |  |  | **NAME & TITLE** |  |
| **DATE** |  |  | **DATE** |  |

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