

CHANGE ORDER REQUEST SUMMARY



PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER		CLIENT	
REQUESTING PARTY		DATE OF REQUEST	

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT AND JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
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	
<i>SIGNATURE</i>		<i>SIGNATURE</i>	
NAME & TITLE		NAME & TITLE	
DATE		DATE	