

# SIMPLE CHANGE ORDER



<b>PROJECT NAME</b>			
<b>LOCATION OF WORK</b>			
<b>CONTRACT NO.</b>		<b>CHANGE ORDER NO.</b>	
<b>REQUESTING PARTY</b>		<b>DATE OF REQUEST</b>	
<b>PROJECT MANAGER</b>		<b>CONTRACTOR</b>	
<b>OWNER</b>		<b>ENGINEER</b>	

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

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
<b>ORIGINAL PRICE</b>		<b>ORIGINAL TIMES</b>	
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS</b>		<b>NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS</b>	
<b>NET INCREASE / DECREASE</b>		<b>NET INCREASE / DECREASE</b>	
<b>TOTAL CONTRACT PRICE WITH APPROVED CHANGES</b>		<b>TOTAL CONTRACT TIME WITH APPROVED CHANGES</b>	

<b>RECOMMENDED BY ENGINEER</b>		<b>APPROVED BY OWNER</b>	
<b>DATE</b>		<b>DATE</b>	
<b>ACCEPTED BY CONTRACTOR</b>		<b>REVIEWED BY FUNDER</b>	
<b>DATE</b>		<b>DATE</b>	

<b>PROJECT NAME</b>			
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ITEMIZED BREAKDOWN OF WORK				
MATERIAL NAME	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
			<b>TOTAL</b>	
LABOR		NO. OF HRS	RATE	AMOUNT
REGULAR PAY				
OVERTIME PAY				
			<b>TOTAL</b>	
EQUIPMENT		NO. OF HRS	RATE	AMOUNT
RENTED				
OWNED				
TRUCKING				
			<b>TOTAL</b>	
<b>OVERHEAD (MATERIAL, LABOR, &amp; EQUIPMENT TOTAL)</b>			x 15%	
SUBCONTRACTORS		NO. OF HRS	RATE	AMOUNT
SUBCONTRACTOR 1				
SUBCONTRACTOR 2				
SUBCONTRACTOR 3				
			<b>TOTAL</b>	
<b>GRAND TOTAL</b>				

<b>CONTRACTOR SIGNATURE</b>		<b>PROJECT MANAGER SIGNATURE</b>	
<b>DATE</b>		<b>DATE</b>	