# CHANGE ORDER

Change to the work, the contract sum and the contract time

Phone

| Change order no. | Date | Project | Project no. |
|---|---|---|---|
| Contract date | Contract for | Architect or engineer | Initiated by |

| Owner | Contractor |
|---|---|
| Name | Name |
| Address | Address |
| Contact | Contact |

**Description of the change**

**Cost of this change**

| No. | Description | Qty | Unit | Unit cost | Amount |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | **Cost of the work** | |

**Contract sum**

| | |
|---|---|
| Original contract sum | |
| Net change by previous change orders | |
| **Contract sum before this change order** | |
| Cost of the work (total above) | |
| Overhead and profit, % | |
| Overhead and profit | |
| **This change order: increase (decrease)** | |
| **New contract sum, including this change order** | |

| Contract time changes by | Substantial completion was | New substantial completion | Reason for the time |
|---|---|---|---|
| | | | |

**Agreement**

Signed by the owner and the contractor, this change order adjusts the contract sum and the contract time as shown above for the work described. Unless written here, it covers all direct and indirect costs, markup and delay for that work. All other terms of the contract stay the same.

| Contractor (signature, name, date) | Architect or engineer (if any) | Owner (signature, name, date) |
| --- | --- | --- |