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MAKING BILLING EASIER

CONSTRUCTION

CHANGE ORDER

PRINTABLE BLANK FORM

PROJECT / LOCATION

CHANGE ORDER NO. / DATE

OWNER / CUSTOMER

CONTRACTOR / SUBCONTRACTOR

CONTRACT REFERENCE / DATE

DRAWING / RFI / SUPPORTING REFERENCE

1 | DESCRIPTION OF CHANGE

Describe the added, removed, or revised work and the reason for the change.

2 | CHANGE AMOUNT AND CONTRACT SUMMARY

Original contract amount	
Previously approved changes (net + / -)	
Contract amount before this change	
This change order amount (+ / -)	
Revised contract amount, including this change	

Use a negative amount for a deductive change. Attach an itemized cost breakdown.

3 | SCHEDULE IMPACT

Change in contract time: _____ calendar days (+ / -)

Revised completion date: _____

Attach supporting pricing, drawings, and schedule details. Record approvals required by the project contract before treating this change as approved for billing.

APPROVALS

Contractor / authorized representative - signature & date

Owner / GC / authorized approver - signature & date

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CHANGE ORDER

COMPLETED EXAMPLE - FICTIONAL DATA

PROJECT / LOCATION
Cedar Grove Office Renovation

CHANGE ORDER NO. / DATE
CO-003 / October 27, 2026

OWNER / CUSTOMER
Cedar Grove Properties (fictional)

CONTRACTOR / SUBCONTRACTOR
Example Electrical LLC (fictional)

CONTRACT REFERENCE / DATE
EL-104 / August 3, 2026

DRAWING / RFI / SUPPORTING REFERENCE
RFI-017; lighting plan E-102 Rev. B

1 | DESCRIPTION OF CHANGE

Add 24 LED fixtures, associated wiring, controls, and installation in the east office wing. Owner-requested scope change; original lighting scope remains unchanged.

2 | CHANGE AMOUNT AND CONTRACT SUMMARY

Original contract amount	$125,000.00
Previously approved changes (net + / -)	$7,000.00
Contract amount before this change	$132,000.00
This change order amount (+ / -)	$18,000.00
Revised contract amount, including this change	**$150,000.00**

Use a negative amount for a deductive change. Attach an itemized cost breakdown.

3 | SCHEDULE IMPACT

Change in contract time:	+3 calendar days
Revised completion date:	December 18, 2026

Billing illustration: At 40% completion, this $18,000 change contributes $7,200 of earned work. Less 10% retainage ($720), the net contribution is $6,480. Unfinished work: $10,800. Assumes no prior billing or stored materials on this change.

APPROVALS

Contractor / authorized representative - signature & date

Owner / GC / authorized approver - signature & date

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