

# CONTRACT CHANGE ORDER

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

## CONTRACTOR IS DIRECTED TO COMPLETE THE FOLLOWING CHANGES IN CONTRACT DOCUMENTS

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

### CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

### CHANGE IN CONTRACT TIMES

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

RECOMMENDED BY ENGINEER OF RECORD		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	

<b>PROJECT NAME</b>			
<b>LOCATION OF WORK</b>			
<b>CONTRACT NO.</b>		<b>CHANGE ORDER NO.</b>	

**ITEMIZED BREAKDOWN OF WORK**

<b>ITEM NAME</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
			<b>TOTAL</b>	

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

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