

EXTRA WORK ORDER



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 EXTRA WORK CHANGES IN CONTRACT DOCUMENTS	
SCOPE	
DESCRIPTION	
PAYMENT TERMS AND IMPACT ON PAYMENT PROGRESS	
SPECIFICATIONS AND OTHER PROVISIONS	

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	

EXTRA WORK DISCUSSION DOCUMENTATION Work / Change Has Been Discussed With		
NAME & TITLE	NAME & TITLE	DATE
	By	
	By	
	By	
	By	

ACCEPTED BY CONTRACTOR		APPROVED BY OWNER	
DATE		DATE	