

Change Order Number _____

Contract Number or Date _____

CHANGE ORDER

To: _____
Legal Name of Contractor

You are directed to make the changes noted below in the subject Contract.

Nature of change:

Net increase or decrease (+ or -) in Contract Price resulting from this change order:

\$ _____

Completion of Contract extended by _____ days as a result of this change order.

Owner

Date: _____

Owner

Date: _____

The above changes are accepted.

Name of Corporation or LLC

By: _____
Officer, Manager or Member

Date: _____

SEE REVERSE SIDE FOR INSTRUCTIONS
INSTRUCTIONS

1. In order to track each change order, insert a number for each change order.
2. Be sure to use the legal name of the Contractor. If the Contractor is a corporation, the name usually ends in “Inc.” If an LLC, it usually ends in LLC. If the Contractor is an individual doing business in a company name, use the name of the individual followed by “d/b/a” (John R. Doe d/b/a Doe Contracting Company).
3. Describe exactly what is being changed and reference the appropriate paragraph in the contract if possible.
4. Be sure to indicate how the Contract Price will increase or decrease with this Change Order, including contractor’s fee, if applicable.
5. Indicate how many days the contract completion date will be extended due to the change. If no extension, place a zero in the blank.

IMPORTANT NOTICE

This is a simple Change Order form that may not be applicable to all situations. It is always best to contact a lawyer before entering into or changing a contract.

For more information about Change Orders and Construction Contracts contact Cannon Law, P.C., 828-456-4800.