Change Order

YOUR BUSINESS

Business name · phone · email · license # (if your state requires it)

Change order #

Date

Original est. #

Job address

CUSTOMER

Customer name · phone · email

REASON FOR THE CHANGE

Example: "Rotted subfloor found under the old toilet."

WHAT CHANGES

DESCRIPTION	QTY	UNIT	PRICE	TOTAL

Added work as positive amounts. Removed work as negative amounts (a credit). Labor and materials on separate lines.

Original contract price	
Previous change orders	
This change order	
New contract price	
Due with this change	

SCHEDULE

Example: "Adds 1 day. New finish date: March 21."

TERMS

Example: "All other terms of the original estimate stay the same. Work on this change starts once signed."

Customer signature (approves this change and the new price)

Date

Contractor signature

Date