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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Change Order** | | | | | | | | | | | | | | | |
| Construction Company | | | | | | Date: | | | | | |  | | | |
| Address | | | | | | Owner: | | | | | |  | | | |
| City, State, ZIP | | | | | | Contractor: | | | | | |  | | | |
| Phone Number | | | | | | Project name: | | | | | |  | | | |
|  | | | | | Change order number: | | | | | | | |  | | |
| Original contract date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |  | | | | | | |
| **You are directed to make the following changes in this contract:** | | | | | | | | | | | | | | | |
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| The original contract sum was: | | | | | | | | | |  |  | | |  | $ |
| Net amount of previous change orders: | | | | | | | | | | |  | | |  |  |
| Total original contract amount plus or minus net change orders: | | | | | | | | | | | | | |  |  |
| Total amount of this change order: | | | | | | | | | |  |  | | |  |  |
| The new contract amount including this change order will be: | | | | | | | | | | | | | |  |  |
| The contract time will be changed by the following number of days: | | | | | | | | | |  |  | | |  | ( ) Days |
| The date of completion as of the date of this change order is: | | | | | | | | | | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| **Contractor:** |  |  | **Owner:** | | |  | | | | | | | | | |
|  | |  |  | | | | | | | | | | | | |
| Company name | |  | Name | | | | | | | | | | | | |
|  | |  |  | | | | | | | | | | | | |
| Address | |  | Address | | | | | | | | | | | | |
|  | |  |  | | | | | | | | | | | | |
| City, State, Zip | |  | City, State, Zip | | | | | | | | | | | | |
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| Date | |  | Date | | | | | | | | | | | | |
|  | |  |  | | | | | | | | | | | | |
| Signature | |  | Signature | | | | | | | | | | | | |