This Sample Amendment to Contract can help you incorporate any changes to an existing agreement, quickly and painlessly. You'll also find tips on filling in the form in the "Completing the Amendment" section below. (For more information on making changes to an agreement that's already in writing, see Nolo's article Amending an Existing Contract.)

**Amendment to Contract**

1. This amendment (the "Amendment") is made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parties to the agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated (the "Agreement").

2. The Agreement is amended as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completing the Amendment**

Here are a few tips on how to complete the Sample Amendment and incorporate it into your contract:

**1. Introductory paragraph.** Type your name or the name of your company and the other side's name (an individual or a company).

**2. Describe the amendment(s).** Type in the amendments to the existing contract using one of the three methods: redlines and strikeouts, replacing an entire clause in its entirety, or simply describing the changes. For detailed information on these amendment methods, check out Nolo's article Amending an Existing Contract.

**3. The concluding paragraph.** This paragraph (number three) should be included to guarantee that other than the amendment, the contract remains as it is written.

**4. Proofread and sign your amendment**. Under the printed party names, each of you should sign and write in the date. Below, each should print his or her name and title, such as "Chief Operating Officer," or "general partner." You'll want to make sure the person signing the agreement has the authority to do so and, equally important, that you have fulfilled any signing or notice requirements included in the original agreement. Generally, agreements require the contracting parties to sign all amendments. However, in some cases -- for example corporate amendments or amendments to financial agreements -- other signatures or notices may be required.

**5. Managing Amendments**. Contracts may undergo multiple amendments, so it's usually a good idea to number each amendment -- for example "Amendment No. 1" or "First Amendment." In addition, amendments should be filed and maintained with the original agreement so that anyone viewing the file will know that the agreement has been amended.