

FIELD CHANGE ORDER CONFIRMATION-PDF (HALF SIZE, C/O-4)

(When you are told to do the work and there is agreement it is an extra, but the specifics of price, payment terms, and length of time/how long it will delay the overall job are yet to be determined. Filled out and signed in the field. Formatted so you can have it prepared by a commercial printing company into tablet form. You can carry it with you on the job or keep it handy in your truck.)

Field Change Order Confirmation

(Company Name) Lic # _____

(Contact Person) Our Job # _____

(Address)

Project: _____
(Name)

This will confirm we have been directed by (*name*): _____ on _____ (date) to perform the following changes which are considered extras and outside the scope of the contract:

PRICING: It is further agreed work would be done as follows (check one): 1) ___ Estimate given of \$ _____ with exact price to be sent when determined; 2) ___ Lump Sum of \$ _____, 3) ___ Cost-Plus _____% P. & O., with the same labor rates as per initial contract; 4) ___ Pricing to be forwarded. If no price stated, then Change Order to be on a Cost-Plus _____% for P.O., with the same P.O. and labor rates as per the initial contract. **PAYMENT IS DUE** (Check one): 1) ___ All before work starts; 2) ___ One-half on signing and one-half on _____; 3) ___ Within ___ days; 4) ___ On next progress billing; 5) ___ Other:

IT IS AGREED THE WORK WILL BE PERFORMED UNDER THESE TERMS.

Date: _____

(Signature and Title of Contractor)

(Signature of Company/Individual authorizing C/O)

INSTRUCTIONS FOR FIELD CHANGE ORDER (HALF SIZE SHEET)

Introduction

This is a short and simple change order form to be carried by your personnel and used in the field. It has been stripped of any controversial language so it will have a better chance to be signed. It merely confirms, in general language, that an extra has been directed and that it has been agreed some extra compensation would be paid. It leaves to a future date the more detailed terms. Peoples' memories fade and minds are changed, so endeavor to get it signed. You can also follow-up in the office with the Standard Change Order form (C/O-1). Give the General and/or Owner a copy in the field.

Because it is on a one-half size sheet, you can have a printing company produce these on tablets.

If you are directed to do the extra work, but for any number of reasons, you do not get a signed change order, prepare this form anyway and send it along with this cover letter:

"Per your direction, and based on the agreement we have reached, please find enclosed Change Order No. . Please review same and return a signed copy by (fax, e-mail, mail, etc.)."

"We are prepared to start work on , but will need a signed confirmation before ordering materials and scheduling the work. Thank you in advance for your cooperation."