EXTRA WORK ORDER

FROM:

_____
(Contractor's Name)

_____
(Contractor's Address)

_____
(City) (State) (Zip)

_____
(Contractor's Telephone) (Contractor's FAX)

Email _____
(Contractor's)

TO:

_____
(Owner's Name)

_____
(Owner's Address)

_____
(City) (State) (Zip)

_____
(Owner's Telephone) (Owner's FAX)

Email _____
(Owner's)

EXTRA WORK NO.: _____

DATE: _____

PROJECT: _____

LOCATION: _____

JOB NO.: _____

EXTRA WORK ORDER APPROVED: _____

BY: _____

BY: _____

This EXTRA WORK ORDER includes all material, labor and equipment necessary to complete the following work:

☐ The work below to be paid for at actual cost of labor, materials and equipment plus _____ percent (_____%)

☐ The work below to be completed for the sum of _____ dollars ($ _____)

DESCRIPTION

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

The work covered by this order shall be performed under the same Terms and Conditions as are included in the original contract unless stated otherwise above.

Submitted: **x** _____
(Contractor)

_____
(Date)

Customer Approval: **x** _____
(Owner)

_____
(Date)

SAMPLE

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