Sample Change Order Form

JOB NAME _____

CHANGE ORDER # _____

DATE _____

HOMEOWNERS _____

_____

_____

HOMEOWNERS hereby authorize the following changes in the plans and specifications of the above described construction project, and/or order that additional materials, supplies, services, labor and other items listed below and/or requires to complete this Change Order to all other terms and conditions in the contract with _____.

Charge Order Amount $ _____

Payment for this Change Order is due upon completion of the change order work. All provisions of contracts between the above parties pertaining to the above job are applicable to this agreement. This Change Order may extend the time required to complete the project. Please see paragraph “Extra Time” in your contract.

HOMEOWNER
Accepted this _____ day of _____ in year _____

By _____ (homeowner)

By _____ (hired professional)

Page _____ of _____

SAMPLE

Disclaimer

This form is provided for informational purposes only, and does not constitute legal advice. You should have a licensed attorney review any legal documents to insure that they are adequate for your needs and are valid and in conformity with any applicable federal, state and local laws and regulations.