

## APPENDIX

**4F****Sample Change Order Form**

PROJECT NAME:					PROJECT NUMBER:		
CONTRACTOR NAME:					COUNTY:		
ITEM NO.	DESCRIPTION OF BID ITEM	QUANTITIES			UNIT	UNIT PRICE	COST ADJUSTMENT
		AS BID	FINAL	NET CHANGE			
ITEM NO.	DESCRIPTION OF SUPPLEMENTAL ITEM	QUANTITY	UNIT	UNIT PRICE	COST		
<p align="center"><i>(attach additional sheets as necessary)</i></p> <p align="right">Total Cost of Change(s) \$</p> <p align="right">Original Project Bid Cost \$</p> <p align="right">Previous Approved Changes (Total Cost of Previous Change(s)) \$</p> <p align="right">Revised Project Cost \$</p>							
<b>EXPLANATION OF CHANGES</b>							
<b>SIGNATURES</b>							
I have reviewed the quantity and/or unit price changes shown above and agree with the changes.				I certify that I have reviewed the quantity and/or unit price changes shown above and approve the changes.			
CONTRACTOR SIGNATURE				DATE		ENGINEER or ENGINEER'S REPRESENTATIVE SIGNATURE	
						DATE	