



Purchasing Section

CHANGE ORDER

Project	Change Order No.
Contractor (Name & Address)	Reference / C.C.O. No.

Reason for Change **(REQUIRED)**

Choose an item.

The following changes are hereby authorized:	Extra/(Credit)
Sub-Total	
5% GST	
TOTAL THIS CHANGE ORDER	

CHANGE ORDER INITIATED BY:

Previous Contract Amount (not including GST):	
This Change to Contract Amount (not including GST):	
AUTHORIZED CONTRACT AMOUNT (not including GST):	

AGREED TO AND ACCEPTED BY:		AGREED AND APPROVED BY:	
Contractor (Print Name) (Company Name) (signature)	Date	City of Surrey	Date
Consultant (Print Name) (Company Name) (signature)	Date	City of Surrey	Date
		City of Surrey	Date

No claim for changes to the Contract will be recognized unless accompanied by this form duly signed by Contractor and Owner. Back-up documentation/quotations must be attached.