|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  |  | (Company Logo) |
| Address |  |  |
| Phone Number  |  |  |  |  |
|  |  |  |  |  |  |
| CONSTRUCTION CHANGE ORDER |
|  |
| **Project Name** |   |  | **Client** |   |  |
| **Change Order No.** |   |  | **Company Name** |   |  |
| **Requesting Party** |   |  | **Address** |   |  |
| **Date of Request** |   |  | **Phone Number**  |   |  |
| **Description of Changes** |   |  |
|  |
|  |
| **Reasons for Change** |   |  |
|  |
|  |
| **Additional Information** |   |  |
|  |
|  |
| **Materials** | **Description** | **Quanity** | **Unit Price** | **Amount** |  |
|   |   |  |  |   |  |
|   |   |  |  |   |  |
|   |   |  |  |   |  |
|   |   |  |  |   |  |
|  |  | **Total** |   |  |
|  |  |  |  |  |  |  |
| **Labor** | **Hours** | **Rate** | **Amount** |  |
| Regular Pay |  |  |   |  |
| Overtime Pay |  |  |   |  |
|  |  | **Total** |   |  |
|  |  |  |  |  |  |  |
| **Equipment** | **Hours** | **Rate** | **Amount** |  |
|   |  |  |   |  |
|   |  |  |   |  |
|   |  |  |   |  |
|  |  | **Total** |   |  |
|  |  | **Grand Total** |   |  |
| **Approved By** | **Date and Signature** |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |

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