|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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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