

CONSTRUCTION CHANGE ORDER

General U.S. residential construction template

1. PROJECT AND ORIGINAL CONTRACT

Change order no.: _____ Date: _____

Original contract date: _____

Owner / homeowner: _____

Contractor / company: _____

Project address: _____

2. CHANGE IN SCOPE

Change title / summary: _____

Initiated by: ☐ Owner ☐ Contractor ☐ Designer ☐ Other

Detailed description of added, removed or revised work:

Reason / drawing / specification / proposal reference:

3. PRICE ADJUSTMENT

Original contract amount: \$ _____

Prior approved change orders, net: \$ _____

Current change: ☐ Addition ☐ Deduction ☐ No price change

Current adjustment amount: \$ _____

Revised contract amount: \$ _____

Payment schedule impact / when payable:

4. SCHEDULE ADJUSTMENT

Original current completion date: _____

Calendar-day adjustment: + / - _____

Revised completion date: _____

Affected milestones / schedule notes:

5. ATTACHMENTS AND SUPPORTING DOCUMENTS

List drawings, specifications, selections, estimates, photos or proposals:

6. STATE-SPECIFIC AND PROJECT-SPECIFIC TERMS

Required state / local language or notice references:

Additional terms:

7. APPROVAL

OWNER / HOMEOWNER CONTRACTOR

Signature Signature

Printed name / date Printed name / date

GENERAL TEMPLATE ONLY — NOT LEGAL ADVICE

Check the original contract and applicable state/local requirements before use.