

Change order

Phone

Email

License #

Change order #

Date

Customer

Name

Address

Phone

Original contract

Contract or estimate #

Contract date

Original contract amount (\$)

Earlier change orders (\$)

Contract before this change

The change

Description of the change

Reason

Customer request / Hidden damage found / Code or inspector requirement / Material change / Other

Item	Quantity	Unit	Rate	Amount
			\$	
			\$	
			\$	
			\$	
			\$	

Change subtotal

Tax rate %

This change

New contract total

Time

Days added

Original completion date

New completion date

How the change is paid

Work on this change starts after both signatures. This template is not legal advice. Some states set rules for home improvement contracts, such as what a contract must say and how big a deposit can be. Check yours.

Customer signature

Date

Contractor signature

Date

Template from measuredbid.com