CHANGE ORDER

No work on this change starts until it's approved in writing.

YOUR COMPANY

PHONE / EMAIL

CUSTOMER

JOB ADDRESS

CHANGE ORDER NO.

DATE

ORIGINAL CONTRACT ($)

APPROVED CHANGES BEFORE THIS ONE ($)

REASON FOR THE CHANGE

☐ Customer request ☐ Hidden condition ☐ Upgrade ☐ Schedule change ☐ Material price ☐ Other

DESCRIPTION OF THE CHANGE: WHAT, WHERE, AND WHAT'S NOT INCLUDED

LINE ITEMS

ITEM	QTY	UNIT	UNIT PRICE ($)	AMOUNT ($)

SCHEDULE IMPACT (DAYS)

Photos taken: ☐ before ☐ during

Print it and fill it in by hand. The full Change Order System includes this form as an Excel sheet that does the markup, tax and new contract total for you, plus a fillable phone version.

Subtotal		
Markup	%	
Tax	%	
TOTAL THIS CHANGE		

Original contract + Approved before + This change = **NEW CONTRACT TOTAL ($)**

APPROVAL

The customer approves this change, its price, its schedule impact and the new contract total shown above. Work on this change starts only after approval.

How it was approved: ☐ Signed below ☐ Text or email confirm (customer replied YES)

CUSTOMER SIGNATURE

×

Customer signs here before any work on this change starts.

YES RECEIVED (DATE AND TIME)

CUSTOMER PRINTED NAME

DATE SIGNED

CONTRACTOR INITIALS

Business tool, not legal advice. Check your contract and local rules.

Free sample from the Change Order System

HOW TO USE THIS FORM

Two minutes on site saves the argument at the final bill.

The five lines every change order needs

1. **What changes, where, and what is not included.**
   Write it so someone who was not there would understand it.
2. **The price, with markup and tax shown.**
   A total with no breakdown is the one that gets questioned.
3. **How many days it adds.**
   Even a change with no price can move the finish date.
4. **The new contract total.**
   Original contract, plus approved changes, plus this one. No surprises at the end.
5. **A signature or a written YES before you start.**
   Not a nod, not a thumbs-up on site. In writing.

Customer can't sign on the spot? Send this text.

Their reply is your approval in writing. Keep the screenshot with the job.

> Hi [name], here's the change we talked about: [what and where]. Price: $[amount] including tax. It adds [days] day(s) to the schedule. New contract total: $[new total]. Reply YES to approve and we'll start on it. Thanks, [your name]

THIS FORM IS ONE PIECE OF THE CHANGE ORDER SYSTEM

Catch every extra, not just this one.

- ✓ The form in Excel and Google Sheets, with markup, tax and the new total done for you
- ✓ A log that flags every extra that is unsigned, unbilled or unpaid
- ✓ A closeout sheet that puts every approved extra in one final number
- ✓ Field scripts, a photo routine, contract clauses and three recovery letters
- ✓ A fillable version for your phone, in English and Spanish

Get the full Change Order System

One payment. 14-day money-back guarantee.