CONTRACT CHANGE ORDER

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ FIELD ☐ OTHER

PROJECT: **CHANGE ORDER #** _____ **DATE:** _____

_____ (Name)

_____ (Address)

_____ (City, State & Zip)

_____ (Phone) (FAX)

Email _____

_____ (Contractor's Name)

_____ (Address)

_____ (City, State & Zip)

_____ (Contractor's Phone) (Contractor's FAX)

Email _____

The following checkbox indicates whether or not a subcontractor will be used on the project: ☐ **Yes** ☐ **No**

If yes is checked, one or more subcontractors will be used on this project, and the contractor is aware that a list of subcontractors is required to be provided, upon request, along with the names, contact information, license number, and classification of those subcontractors.

This contract change order modifies and amends the contract between the above named parties dated _____,_____

_____ (Describe work requested)

It is mutually agreed that the contract price is increased/decreased by $ _____ **payable/deductible immediately upon completion of the work called for in this change order.**

As a result of this change order, the time for completion of the above-mentioned contract is hereby extended/reduced by _____ **days.**

This change order is incorporated into and governed by the above-mentioned contract and is incorporated therein.

_____ (Contractor's Firm Name)

X _____ (Owner's or Agent's Signature) _____ (Date)

X _____ (Contractor's or Agent's Signature) _____ (Date)

X _____ (If More than One Owner, Please Sign Here) _____ (Date)

SAMPLE

 © 2026 Builder's Book, Inc. Bookstore, Publisher. All rights reserved. Permission must be granted for reproduction. Violators will be prosecuted. www.buildersbook.com