CHANGE ORDER

Your company name · phone · email

NO. _____

DATE _____

CUSTOMER

ORIGINAL ESTIMATE OR CONTRACT NO.

PROPERTY ADDRESS

CREW LEAD

PHONE OR EMAIL

PREPARED BY

THE CHANGE: WHAT IS ADDED, REMOVED OR DIFFERENT

WHY

☐ Customer request ☐ Site conditions ☐ Other: _____

QTY	UNIT	DESCRIPTION	RATE	AMOUNT
CREW HOURS				
MATERIALS				
EQUIPMENT, DISPOSAL AND OTHER				

Subtotal _____

Tax _____

TOTAL FOR THIS CHANGE _____

EFFECT ON SCHEDULE: ☐ None ☐ Adds ____ day(s)

Customer approval

I approve the change described above and the added cost.

CUSTOMER NAME _____ SIGNATURE _____ DATE _____

Not signed on site? Record how it was approved: ☐ Text ☐ Email ☐ Phone ☐ In person, and keep the message.

Office use: added to invoice no. _____ on _____ by ____

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