

Company Name  
 Address  
 Phone Number

(Company Logo)

## CONSTRUCTION CHANGE ORDER

<b>Project Name</b>		<b>Client</b>	
<b>Change Order No.</b>		<b>Company Name</b>	
<b>Requesting Party</b>		<b>Address</b>	
<b>Date of Request</b>		<b>Phone Number</b>	
<b>Description of Changes</b>			
<b>Reasons for Change</b>			
<b>Additional Information</b>			
<b>Materials</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>
			<b>Amount</b>
			<b>Total</b>

<b>Labor</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Regular Pay			
Overtime Pay			
			<b>Total</b>

<b>Equipment</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
			<b>Total</b>
			<b>Grand Total</b>

<b>Approved By</b>	<b>Date and Signature</b>