

SIMPLE CONSTRUCTION CHANGE ORDER

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PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	
REQUESTING PARTY		DATE OF REQUEST	
PROJECT MANAGER		CONTRACTOR	
OWNER		ENGINEER	

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT & JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change, and justify any increased cost and time.</i>
SPECIFICATIONS	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

RECOMMENDED BY ENGINEER OF RECORD		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	

PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	

ITEMIZED BREAKDOWN OF WORK

MATERIAL NAME	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

			TOTAL	
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LABOR	NO. OF HRS	RATE	AMOUNT
REGULAR PAY			
OVERTIME PAY			

			TOTAL	
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EQUIPMENT	NO. OF HRS	RATE	AMOUNT
RENTED			
OWNED			
TRUCKING			

			TOTAL	
--	--	--	--------------	--

OVERHEAD (MATERIAL, LABOR, & EQUIPMENT TOTAL)		x	%	
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SUBCONTRACTORS	NO. OF HRS	RATE	AMOUNT
SUBCONTRACTOR 1			
SUBCONTRACTOR 2			
SUBCONTRACTOR 3			

			TOTAL	
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			GRAND TOTAL	
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CONTRACTOR SIGNATURE		PROJECT MANAGER SIGNATURE	
DATE		DATE	

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