

Change Order

Change order #: [Number, e.g., CO-1] **Date:** [Date]

Contractor: [Contractor name] **Client:** [Client name]

1. Original Agreement

This change order modifies the agreement/estimate dated [original agreement date] between Contractor and Client for [project description/address]. All terms of that original agreement remain in effect except as changed below.

2. Description of Change

[Describe the change in scope — e.g., "Client requested upgraded countertop material" or "Additional electrical work required after opening the wall, not visible at time of original estimate."]

3. Cost Impact

Cost Impact

Name	Total	
Additional labor	\$450.00	
Additional materials	\$200.00	
Subtotal		\$650.00
Total		\$650.00

[If any amount above is a credit/reduction rather than an addition, note it here — e.g., "Line 2 reflects a credit for materials not used."]

4. Schedule Impact

[If the completion date changes: "The estimated completion date changes from [original date] to [new date]." If not: "This change does not affect the estimated completion date."]

5. Payment

The amount above is due [terms — e.g., "upon signing this change order" or "with the next scheduled payment"], in addition to any amounts already agreed under the original agreement.

6. Authorization

Work on the change described above will not begin until both parties sign this change order.

7. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Contractor name] ("Contractor")

Signature: _____ Printed name: _____ Date: _____

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.