

## CHANGE ORDER

DATE	JOB NAME
ORIGINAL CONTRACT AMT	JOB LOCATION

We propose the following changes in the scope of work:



We propose the above changes in the scope of work for the added sum of: \_\_\_\_\_ dollars ( \$ \_\_\_\_\_ )

Payment as follows: \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving additional extra costs will be executed only upon additional written orders and will become an additional extra on the project. All agreements contingent upon strikes, accidents or delays beyond our control.

**Authorized Signature** \_\_\_\_\_ **Note:** this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
Signature \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_