

**CHANGE ORDER # \_\_\_\_\_**

DATE	JOB NAME AND/OR LOCATION DESCRIPTION		
CONTACT PERSON	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

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. The new contract amount is: \_\_\_\_\_ 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 extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Accounts overdue beyond 30 days of billing will be charged at an interest rate of \_\_\_\_\_ % per annum. Customer is also liable for an additional \_\_\_\_\_ % of unpaid balance plus incidental collections costs, including attorney fees. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

**Authorized Signature** \_\_\_\_\_ **Note:** this proposed change order may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF CHANGE ORDER** 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 \_\_\_\_\_