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Sample — from Change Order Forms v1.0.3

What this is

Page 2 of this file is page 3 of 6 (“Change order request”) copied unchanged from Change-Order-Forms-A4.pdf, the A4 PDF delivered with Change Order Forms version 1.0.3. Only the small sample label and the faint watermark were added.

What the full product adds

The full product (6 pages, PDF and editable DOCX, US Letter and A4) adds the instructions page, the priced change order with contract sum and signatures, the change order log and a time-and-materials record.

Printing

Print page 2 at 100% (“Actual size”) on A4 paper. Page sizes are checked in the file, not on a printer.

Licence

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Full product

www.brainfystudio.com/p/change-order-forms

Change order request

Use this to propose or ask for a change before any extra work starts.

Request #: _____ **Date:** _____

Project: _____ **Job #:** _____

Requested by: _____ **Contract reference:** _____

Reason for the change

- ☐ Client / owner request
- ☐ Design change
- ☐ Material substitution
- ☐ Unforeseen site condition
- ☐ Code or inspector requirement
- ☐ Other

Description of the proposed change

What changes, where, and what the original contract or drawings said.

Attachments

Drawings, sketches, photos, supplier quotes (list them).

Estimated cost impact: _____ **Estimated time impact (days):** _____

Response needed by: _____ **Sent to:** _____

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