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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-Letter.pdf, the US Letter 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 US Letter paper. Page sizes are checked in the file, not on a printer.

## Licence

Free sample: you may print and use this page for yourself, your household or your own business. Don't resell or redistribute the file; share the link instead. The full product is sold under the Standard Licence (www.brainfystudio.com/licence).

## 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:** _____

SAMPLE



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