

CONTRACTOR
PHONE · EMAIL · GST/HST NO.

Change Order

CHANGE ORDER NO.

DATE

ORIGINAL ESTIMATE /
CONTRACT NO.

CONTRACT DATE

DATE _____

CONTRACT DATE

WHAT IS BEING ADDED, REMOVED OR CHANGED — AND WHY (CLIENT REQUEST, SITE CONDITION, CODE REQUIREMENT)

WHAT IS BEING ADDED, REMOVED OR CHANGED — AND WHY (CLIENT REQUEST, SITE CONDITION, CODE REQUIREMENT)

ITEM	QTY	UNIT	UNIT PRICE	TOTAL
		Subtotal of this change		\$
		Tax (rate: _____ %)		\$
		Total of this change (+ / -)		\$

QTY

UNIT PRICE

TOTAL

Subtotal of this change

\$

Tax (rate: _____ %)

\$

Total of this change (+ / -)

\$

Contract value before this change	\$
This change	\$
Revised contract value	\$

Contract value before this change

\$

This change

\$

Revised contract value

\$

This change order becomes part of the original contract once both parties sign. All other terms of the contract stay in force. Work described here does not start until it is signed.