

CHANGE ORDER

PROJECT	PROJECT NO.	CO NO.	DATE ISSUED	STATUS

CLIENT	CONTRACTOR	ORIGINATOR (RFC / RFI / FIELD ORDER)

DESCRIPTION OF CHANGE

Describe the change in clear, factual terms. Reference drawings, specifications, RFIs, or site conditions that triggered the change.

REASON FOR CHANGE

Examples: owner-directed scope change, design clarification, differing site condition, regulatory requirement, errors or omissions, unforeseen circumstance.

COST BREAKDOWN

ITEM	QTY	UNIT	UNIT COST	SUBTOTAL	MARKUP / OH

NET COST IMPACT (\$)	SCHEDULE IMPACT (DAYS)	NEW CONTRACT VALUE (\$)

SUPPORTING DOCUMENTATION

ITEM	Y	N	COMMENTS
Sketch / revised drawing attached			
Subcontractor / supplier quotations attached			
Labour, equipment, and material breakdown attached			
RFI, field order, or correspondence referenced			

APPROVALS

By signing below, the parties agree to the change in scope, cost, and schedule as documented above.

CONTRACTOR (PM)	
Name	
Signature	Date

CLIENT (AUTHORIZED REP)	
Name	
Signature	Date

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SKETCH / REVISED DRAWING

Sketch the change. Note dimensions, stations, elevations, and any affected drawings. Mark north and scale where known.

SCALE	DRAWN BY	DATE

Template provided as-is for general reference. Adapt to your project before use. LaVallee SiteWorks Ltd. accepts no liability for use of this document.