

YOUR BUSINESS NAME

123 Main St, Dallas, TX 75201
(555) 555-0123 · you@yourbusiness.com
License # _____

CHANGE ORDER

CO #: _____
Date: _____
Valid until: _____

BILL TO
Customer name
Address
City, State ZIP
Phone / email

JOB SITE
Customer name
Address
City, State ZIP
Phone / email

SCOPE OF WORK

Describe the work to be performed. Be specific — list locations, materials, and what's not included.

Description of change	Qty	Rate	Markup	Amount
Added labor	0	\$0.00	—	\$0.00
Added materials	1	\$0.00	0%	\$0.00
Schedule impact (days)	0	—	—	—

Original contract \$0.00

This change order \$0.00

NEW CONTRACT TOTAL \$0.00

TERMS & CONDITIONS

- This change order is not authorized until signed by both parties.
- Work on this scope will not begin until signatures are received.
- Original contract terms remain in effect unless explicitly modified above.
- Schedule impact (if any) is added to the original completion date.

Customer signature

Contractor signature

Date

Date