

CONSTRUCTION PROJECT CHANGE ORDER FORM

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| | | | |
|------------------|--|------------------|--|
| PROJECT NAME | | | |
| LOCATION OF WORK | | | |
| CONTRACT NO. | | CHANGE ORDER NO. | |
| REQUESTING PARTY | | DATE OF REQUEST | |
| PROJECT MANAGER | | CONTRACTOR | |
| OWNER | | ENGINEER | |

PROJECT DETAILS

| |
|--|
| |
|--|

PROJECT CHANGE REQUEST DESCRIPTION

| | |
|-----------------------------------|--|
| DESCRIPTION OF CHANGES NEEDED | |
| REASON FOR CHANGE | |
| SUPPORT & JUSTIFICATION DOCUMENTS | <i>List all attached documents which support the requested change and justify any increased cost and time.</i> |
| SPECIFICATIONS | |
| IMPACT OF CHANGE | |
| RISK MANAGEMENT | |

| | | | |
|-------------------------|--|-------------------------|--|
| PROJECT NAME | | | |
| LOCATION OF WORK | | | |
| CONTRACT NO. | | CHANGE ORDER NO. | |

CHANGE IN CONTRACT PRICE

| | |
|---|--|
| ORIGINAL PRICE | |
| NET CHANGES OF PREVIOUS CHANGE ORDERS | |
| NET INCREASE / DECREASE | |
| TOTAL CONTRACT PRICE WITH APPROVED CHANGES | |

CHANGE IN CONTRACT TIMES

| | |
|--|--|
| ORIGINAL TIMES | |
| NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS | |
| NET INCREASE / DECREASE | |
| TOTAL CONTRACT TIME WITH APPROVED CHANGES | |

CHANGE REQUEST PRIORITY LEVEL

PRIORITY LEVEL JUSTIFICATION

**PROJECT CHANGE ORDER DISCUSSION DOCUMENTATION
CHANGE HAS BEEN DISCUSSED WITH:**

| NAME & TITLE | NAME & TITLE | DATE |
|-------------------------|-------------------------|-------------|
| | By | |
| | By | |
| | By | |
| | By | |
| | By | |
| | By | |

| | | | |
|--------------------------------|--|---------------------------|--|
| RECOMMENDED BY ENGINEER | | APPROVED BY OWNER | |
| DATE | | DATE | |
| ACCEPTED BY CONTRACTOR | | REVIEWED BY FUNDER | |
| DATE | | DATE | |

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