## CO###

**Contract Change Order #001: Description**

| **PROJECT NAME** |  | | |
| --- | --- | --- | --- |
| **LOCATION OF WORK** |  | | |
| **PROJECT MANAGER** |  | **CLIENT** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |
| **DUE DATE** |  | **INVOICED DATE** |  |

| **DESCRIPTION**  **OF SCOPE** |  |
| --- | --- |
| **REASON FOR CHANGE** |  |
| **SUPPORT & JUSTIFICATION DOCUMENTS** |  |
|  |

### CHANGE ORDER LINE ITEMS:

| **#** | **Budget Code** | **Description** | **Amount** |
| --- | --- | --- | --- |
| 1 | x | x | $0 |
| 2 | x | x | $0 |
| 3 | x | x | $0 |
| **Subtotal:** | | | **$** |
| Additional fees | | |  |
| X | | |  |
| X | | |  |
| X | | |  |
| **Grand Total:** | | | **$** |

| **ORIGINAL CONTRACT AMOUNT** | $ |
| --- | --- |
| **REVISED CONTRACT AMOUNT UPON APPROVAL** | $ |

ProcoreArchitectSignHere ProcoreArchitectSgnedDate ProcoreOwnerSignHere ProcoreOwnerSignedDate ProcoreGeneralContra

| [Printed Name] | *Signature* |
| --- | --- |
| [Printed Name] | *Signature* |

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