## 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* |

ctorSignHere ProcoreGeneralContractorSignedD