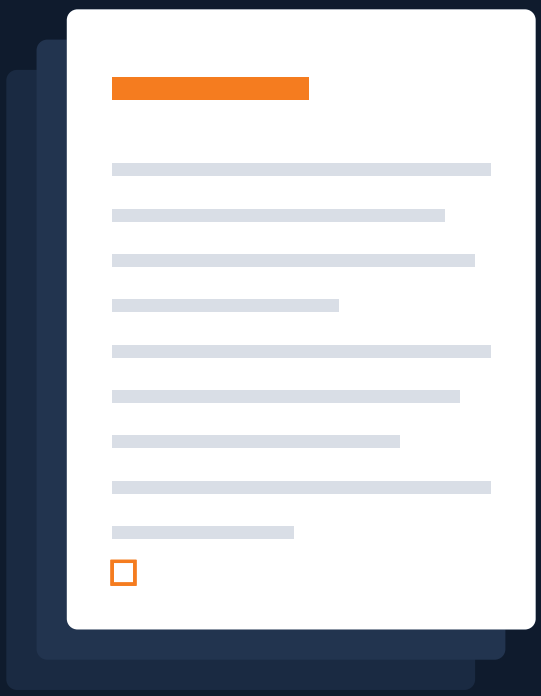
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FREE TEMPLATE

CONSTRUCTION

# Change Order

Formalises changes in scope, cost or time due to unforeseen conditions or additions.

INTENDED USERS

PMs, Owners, Quantity Surveyors

TYPICAL USE CASE

Unforeseen conditions, scope additions

# About this template

A Change Order amends the contract. It describes the change, the reason, the cost breakdown and any time extension, and only becomes binding when signed by both parties. Never proceed with changed work on a verbal instruction alone.

| Detail | |
|---|---|
| Intended users | PMs, Owners, Quantity Surveyors |
| Typical use case | Unforeseen conditions, scope additions |

## How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

## Document Control

| | | | |
|---|---|---|---|
| **Project name** | | **Change order no.** | |
| **Contract no.** | | **Date** | |
| **Related RFI / instruction** | | | |

## 01 Description of Change

| | |
|---|---|
| **Reason** | *[Owner request / unforeseen condition / design change / code requirement]* |
| **Drawings / specs affected** | |

## 02 Cost Breakdown

| Item | Qty | Unit | Rate | Amount |
|---|---|---|---|---|
| Labour | | | | |
| Materials | | | | |
| Equipment | | | | |
| Subcontractor | | | | |
| Overhead & profit | | | | |
| Total this change | | | | |

## 03 Contract Sum Adjustment

| | Amount |
|---|---|
| Original contract sum | |
| Net change by previous COs | |
| Contract sum before this CO | |
| This change order (+/-) | |
| New contract sum | |

## 04 Time Adjustment

| | |
|---|---|
| **Original completion date** | |
| **Days added / removed** | |
| **Revised completion date** | |

## 05 Authorisation

*GUIDANCE* *Not valid until signed by all parties.*

| Role | Name | Signature | Date |
|---|---|---|---|
| Contractor | | | |
| Architect / Engineer | | | |
| Owner | | | |

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# Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Change Order** and anything else you need.

### SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

### Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

### Quality & compliance

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