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# CHANGE ORDER

Distribution to:

- OWNER [X]
- ARCHITECT [X]
- CONTRACTOR [X]
- FIELD [X]
- OTHER [ ]

AA  
 AA

**PROJECT:** ®ProjectName<sup>-</sup>  
 ®ProjAddress1<sup>-</sup>  
 ®ProjAddress2<sup>-</sup>

**TO:** ®GCName<sup>-</sup>  
 ®GCAddress1<sup>-</sup>  
 ®GCAddress2<sup>-</sup>

**CHANGE ORDER NUMBER:** ®CordNo<sup>-</sup>

**INITIATION DATE:** ®TodayDate<sup>-</sup>

**OWNER'S PROJECT NO:** ®ProjNo<sup>-</sup>

**CONTRACT FOR:** General Contractor

**CONTRACT DATE:** ®ContractDate<sup>-</sup>

***You are instructed to make the following changes in this Contract:***

1.ÿÿ[EXAMPLE]The total cost for revisions to Area "D" shall be, \$209,410.00. The amount authorized by previous change order (SM-001) was, \$185,000.00. The net change in the Contract Sum for revisions to Area "D" under this change order: (EXHIBIT "A") \$24,410.00

THE CONTRACT SUM WILL BE ®SumUpOrDown<sup>-</sup> BY THIS CHANGE ORDER  
 ..... \$®CordAmount<sup>-</sup>.

THE CONTRACT TIME WILL BE ®TimeUpOrDown<sup>-</sup> BY THIS CHANGE ORDER  
 ..... ®DaysForChg<sup>-</sup>ÿDAY(S).

AA  
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***Not valid until signed by the Owner.***

***Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.***

AA  
 AA

The original Contract Sum was..... ®OrigSum<sup>-</sup>  
 Net change by previously authorized Change Orders..... \$®PriorNet<sup>-</sup>  
 The Contract Sum prior to this Change Order was..... \$®PriorSum<sup>-</sup>  
 The Contract Sum will be ®SUM DIRECTION<sup>-</sup> by  
 this change order..... \$®CordAmount<sup>-</sup>  
 The new Contract Sum including this Change Order will be..... \$®NewSum<sup>-</sup>  
 The new Contract Time will be ®TimeUpOrDown<sup>-</sup> by..... (®DaysForChg<sup>-</sup>) Days  
 The Date of Substantial Completion as of the date of this

Change Order therefore is..... ®DateComplete

**Authorized:**

\_\_\_\_\_  
ARCHITECT  
®ArchAddress1  
  
®ArchAddress2

\_\_\_\_\_  
CONTRACTOR  
®GCAddress1  
®OwnrAddress1  
®GCAddress2  
®OwnrAddress2

\_\_\_\_\_  
OWNER

BY:

BY:

BY:

DATE:

DATE:

DATE: