Change Order / Additional Work Authorization

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Template notice. This is a general-purpose change-order form. Construction, plumbing, and electrical work in many jurisdictions have additional change-order requirements under state contractor law. Confirm with your state licensing board if this is your first time using one.

1. Reference Information

This Change Order amends the work agreement between _____ ("Provider") and _____ ("Client") for the job referenced as _____.

- Change Order Number: _____
- Date: _____
- Original scope of work: _____
- Original quoted price: $_____

2. Reason for the Change

3. Description of Additional Work

4. Price Impact

The price impact of this Change Order is $_____. Combined with the original quoted price of $_____, the revised total for the job is the sum of those two figures. Client agrees to pay the revised total in accordance with the payment terms of the original work agreement, unless the parties agree to different terms in writing.

5. Schedule Impact

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6. Authorization

By signing below, Client authorizes Provider to perform the additional work described above at the price stated. Work under this Change Order will not begin until Client has signed.

All other terms of the original work agreement remain in effect. This Change Order, together with the original work agreement, is the complete agreement between the parties for the work described.

CLIENT

Signature

Printed Name and Date

PROVIDER

Signature

Printed Name and Date

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