CHANGE ORDER

CHANGE ORDER No.: CO-[INSERT #]

PROJECT NAME: [INSERT PROJECT NAME]

PROJECT NUMBER: [INSERT PROJECT #]

TO: [INSERT CONTRACTOR CONTACT]
     [INSERT CONTRACTOR NAME]
     [INSERT ADDRESS]
     [INSERT CITY, STATE, ZIP]

Proposed Change:	Add	Deduct
	$	$
	$	$
	$	$
	$	$
	$	$
Request For Time Change		

Original Contract Amount:	$_____	Original Contract Time:	_____
Net Previous Change Orders:	$_____	Net Previous Time Changes:	_____
Total Contract Amount:	$_____	Total Time Amount:	_____
This Change Order Amount Adds:	$_____	This Change Order Time Adds:	_____
This Change Order Amount Deducts:	$_____	This Change Order Time Deducts:	_____
New Contract Amount:	$_____	New Contract Time:	_____

We, the undersigned, enter to agreement on the change of Contract Price and/or change in Contract Time.

_____   _____
[INSERT CONTRACTOR REP]   Date
[INSERT TITLE]

_____   _____
[INSERT CM NAME]   Date
City Manager
City of Friendswood

END OF DOCUMENT