|  |  |  |  |
| --- | --- | --- | --- |
| **Change Order No.** |  | **Contract No.** |  |
| **To:** |  | **Date** |  |

|  |  |
| --- | --- |
| **Project Name:** |  |

Under our agreement dated INSERT CONTRACT DATE HERE, you are hereby authorized and directed to make the following change (s) in accordance with the terms and conditions of the agreement:

|  |
| --- |
| **CHANGE DOCUMENT REFERENCE:** |
| INSERT SCOPE OF WORK HERE |

|  |  |  |
| --- | --- | --- |
| **The above scope of work shall be performed for the sum of** | **$** |  |
| Original Agreement Amount  | $ |  |
| Sum of previous changes  | $ |  |
| This change order add (deduct)  | $ |  |
| **Present Agreement Amount**  | **$** |  |

|  |  |  |
| --- | --- | --- |
| **Time Extension**  | **#** | **Days** |

Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions in our Agreement indicated above, as fully as if the same were repeated in this acceptance.

The adjustment, if any, to this Agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.

**Check if applicable and provide written confirmation from the bonding company/agent (attorney-in-fact) that the amount of the Performance and Payment Bonds have been adjusted to 100% of the new contract amount.**

Accepted by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Consultant (Name) | Signature | Date |
|  |  |  |
| Contractor (Name) | Signature | Date |
|  |  |  |
| Owner (Name) | Signature | Date |