



CONSTRUCTION CHANGE ORDER REQUEST FORM

Change Order No.: _____ Contract No. _____

To: _____ Date: _____

Project Name _____

Under our AGREEMENT dated _____, _____(Year)

You hereby are authorized and directed to make the following change(s) in accordance with terms and conditions of the Agreement:

(DESCRIPTION OF THE CHANGE)

FOR THE Additive (Deductive) Sum of: _____ (\$ _____).

Original Agreement Amount	\$ _____
Sum of Previous Changes	\$ _____
This Change Order Add (Deduct)	\$ _____
Present Agreement Amount	\$ _____

The time for completion shall be (increased/decreased) by _____(_____) calendar days due to this Change Order. Accordingly, the Contract Time is now _____(_____) calendar days and the substantial completion date is _____. 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.

The Contract Administrator has directed the Contractor to increase the penal sum of the existing Performance and Payment Bonds or to obtain additional bonds on the basis of a \$25,000.00 or greater value change order.
9 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 _____, _____(Year)

By: _____ By: _____
Contractor Architect/Engineer

By: _____
Owner