

CONSTRUCTION CHANGE ORDER REQUEST

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PROJECT NAME			
LOCATION OF WORK			
PROJECT MANAGER		CLIENT	
REQUESTING PARTY		DATE OF REQUEST	

CHANGE REQUEST OVERVIEW

DESCRIPTION OF CHANGES NEEDED	
REASON FOR CHANGE	
SUPPORT AND JUSTIFICATION DOCUMENTS	
SPECIFICATIONS	
ADDITIONAL INFORMATION	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE	
TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ACCEPTED BY SIGNATURE	
NAME AND TITLE	
DATE	

APPROVED BY SIGNATURE	
NAME AND TITLE	
DATE	

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