[](https://www.smartsheet.com/try-it?trp=11358&utm_source=integrated+content&utm_campaign=/content/construction-scope-of-work-templates&utm_medium=Scope+of+Work+Change+Order+doc+11358&lpa=Scope+of+Work+Change+Order+doc+11358&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SCOPE OF WORK CHANGE ORDER**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** |  | | |
| **LOCATION OF WORK** |  | | |
| **CONTRACT NO.** |  | **CHANGE ORDER NO.** |  |
| **REQUESTING PARTY** |  | **DATE OF REQUEST** |  |
| **PROJECT MANAGER** |  | **CONTRACTOR** |  |
| **OWNER** |  | **ENGINEER** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEMIZED CHANGES** | | | | |
| **WORK ORDER ITEM** | | **ADD / DELETE / CHANGE IN COST** | **ORIGINAL COST** | **FINAL COST** |
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|  | | **TOTAL** |  |  |
|  | | | | |
| **REMOVED FROM ORIGINAL SOW** |  | | | |
| **MODIFIED FROM ORIGINAL SOW** |  | | | |
| **PAYMENT TERMS AND IMPACT ON PAYMENT PROGRESS** |  | | | |
| **IMPACT TO SCHEDULE** | *Include revised timeline.* | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **RECOMMENDED BY**  ENGINEER OF RECORD |  | **APPROVED BY** OWNER |  |
| **DATE** |  | **DATE** |  |
| **ACCEPTED BY** CONTRACTOR |  | **REVIEWED BY** FUNDER |  |
| **DATE** |  | **DATE** |  |

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