

This CHANGE ORDER is prepared under the auspices of HGRBS. This is not intended for actual use as-is. Always confer with your attorney before using or approving any legal forms, including contracts.

Project Number \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# CHANGE ORDER

Owner/Authorized Resident Name \_\_\_\_\_

Street Address \_\_\_\_\_ City/Town \_\_\_\_\_

State \_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

This CHANGE ORDER takes into consideration the agreement between the parties named below for this special Project Number \_\_\_\_\_ which was made in the County of \_\_\_\_\_ in the Vicinity of \_\_\_\_\_ in the State of \_\_\_\_\_ on the day, date, and in the year of \_\_\_\_/\_\_\_\_/\_\_\_\_. The undersigned parties to this Change Order, in good faith, make the following change(s) and / or addition(s) that is/are outlined below. This/These change(s) and/or addition(s) will be treated as sufficiently valid as per this Change Order and included as part of the original agreement (ref. "Project Number \_\_\_\_").

## Immediately Below Are Proposed Project Changes to Original Agreement

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

Original sum at which Owner/Authorized Resident and Contractor agreed .... \$\_\_\_\_\_.

Net Change by previous authorized Change Order(s) (if any) ..... \$\_\_\_\_\_.

Contract sum prior to this Change Order was ..... \$\_\_\_\_\_.

This Change Order causes sum for this project to be Contract sum will be \_\_ (increased) \_\_ (decreased) \_\_ (unchanged) by \$\_\_\_\_\_.

New contract sum as agreed as a result of this Change Order is ..... \$\_\_\_\_\_.

Contract time will be (increased) (decreased) (unchanged) by \_\_\_\_ days

Substantial Completion as of the date of this Change Order is \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\*All terms and conditions as stated in the original agreement for Project Number \_\_\_\_\_ are intact and remain the same irrespective of the changes/additions declared in this CHANGE ORDER which is/are to be treated as sufficiently valid and to be included as part of the aforementioned original agreement. We affix our signatures below in confirmation that we willingly and mutually agree to this/these change(s)/addition(s)

Owner/Authorized Resident - Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Contractor - Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Contractor License # \_\_\_\_\_ Representing \_\_\_\_\_

Effective Date for this CHANGE ORDER \_\_\_\_/\_\_\_\_/\_\_\_\_\_