

# CHANGE ORDER FORM

CAP701

**To:**

ACME BUILDING CORPORATION  
12345 MAIN STREET  
ANYWHERE, US 12345

**From:**

PEM CONSTRUCTION COMPANY  
P.O. BOX 217  
1234 MAIN STREET  
CLAYTON, NC 27528

Original Contract Sum:	\$27,490.00
Previous Change Orders:	\$1,500.00
Contract Sum:	\$28,990.00
Value of this Change Order:	\$1,000.00
New Contract Sum:	\$29,990.00

**Change Order Number:** **Change Order Date:**

1

2/05/2007

Architect's Project Number: 1145/UI1227

Contract for: Contract Date: 12/27/2006

CONSTRUCTION THIRD FLOOR WORLD HEADQUARTERS

Our Project Code: **Sample Project**

**Project:**

3RD FLOOR DEMOLITION AND RENOVATION

DISTRIBUTE TO:

Owner  Contractor  Other  
 Architect  Field  Construction Manager

The Contract Completion date will change by:

The expected completion date will be: / /

**The Contract is Changed as Follows:**

4th floor building #1  
Removal of old Railings  
Installation of new Railings  
Paint stairwell doors

SAMPLE

Architect

BOB JONES ARCHITECTURE SERVICE  
1234 MAIN STREET  
ANYWHERE, USA 12345

Signature

Date

Contractor

PEM CONSTRUCTION COMPANY  
P.O. BOX 217  
CLAYTON, NC 27528

Signature

Date

Owner

ACME BUILDING CORPORATION  
12345 MAIN STREET  
ANYWHERE, US 12345

Signature

Date