



SAMPLE DOCUMENT

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# CHANGE ORDER – DESIGN SERVICES

THIS AGREEMENT, Made as of (Current Date), In the Year of (Current Year)

Between the Owner:

Contact Primary Full Address  
Contact Telephone

And the Architect:

Company Full Address  
License Number  
Telephone

For the Project:

Project Address

The Owner authorizes the Architect to make the following changes to the Description:

Attach the "Proposal Request" and "Itemized Proposal" Forms

## Attachments:

The following is based on information provided by the Architect.

### Contract Sum

Original Contract Amount	\$	_____
Revised Contract Amount Prior to this Change Order	\$	_____
Cost for this Change Order	\$	_____
The New Contract Total including this Change Order	\$	_____

### Contract Time

Change in Contract Time for this Change Order	_____
Adjusted Date of Completion, including this Change Order shall be	_____

Initialed by: C

1.800.700.8321  
www.constructioncontracts.com



**Acceptance**

This agreement is not valid until signed by Owner and Architect.

Signature indicates agreement herewith, including any adjustment in the Contract Time.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Date



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