



**SAMPLE  
DOCUMENT**

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# PROPOSAL REQUEST FOR CHANGE ORDER

(Date)

Proposal Rec

Between the Owner: **Owner's Name**  
**Address**  
**Phone Number**

And the Contractor: **Contractor's Name**  
**License Number**  
**Address**  
**Phone Number**

For the Project: **Project Name**  
**Address**

Please submit an itemized quotation for changes in the Contract Sum and proposed modifications to the Contract Documents described herein.

**THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK**

Description of Proposed Change:

Attachments:

**1.800.700.8321**  
[www.constructioncontracts.com](http://www.constructioncontracts.com)







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## CHANGE ORDER - FIXED CONTRACT AMOUNT

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

Between the Owner: **Owner's Name**  
**Address**  
**Phone Number**

And the Contractor: **Contractor's Name**  
**License Number**  
**Address**  
**Phone Number**

For the Project: **Project Name**  
**Address**

The Owner authorizes the Contractor to make the following changes to the

**Description:**

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

Attachments:

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The following is based on information provided by the contractor.

**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 \_\_\_\_\_

Date of Substantial Commencement for this Change Order shall be \_\_\_\_\_

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Adjusted Date of Substantial Completion, including this Change Order shall be

**Acceptance**

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

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

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Dated

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# CHANGE ORDER – COST PLUS

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

Between the Owner: **Owner's Name**  
**Address**  
**Phone Number**

And the Contractor: **Contractor's Name**  
**License Number**  
**Address**  
**Phone Number**

For the Project: **Project Name**  
**Address**

The Owner authorizes the Contractor 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 contractor.

#### Contract Sum

Original Contract Amount \$ \_\_\_\_\_

Revised Contract Amount Prior to this Change Order \$ \_\_\_\_\_

Cost for this Change Order \$ \_\_\_\_\_

Multiplied by (Number) Percent \$ \_\_\_\_\_

The New Contract Total including this Change Order \$ \_\_\_\_\_

#### Contract Time

Change in Contract Time for this Change Order \_\_\_\_\_

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Date of Substantial Commencement for this Change Order shall be

Adjusted Date of Substantial Completion, including this Change Order sh

Acceptance

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

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

Owner

Date

Contractor

Date

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