

CHANGE ORDER AND PROJECT INFORMATION

CLIENT / COMPANY	CHANGE ORDER NUMBER	DATE
PROPERTY ADDRESS	PROJECT / CONTRACT NUMBER	
REQUESTED BY	REASON FOR CHANGE	

DESCRIPTION OF REQUESTED CHANGE

Describe added, removed, or revised work. Attach drawings, estimates, selections, or supporting documents when applicable.

COST ADJUSTMENT

Original contract amount	\$
Previously approved change orders	\$
Current contract amount before this change	\$
This change order: ☐ ADDITION ☐ DEDUCTION	\$

Revised contract amount	\$
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SCHEDULE AND PAYMENT IMPACT

CALENDAR DAYS ADDED / REDUCED	REVISED COMPLETION DATE	PAYMENT DUE

SCHEDULE / PAYMENT NOTES

AUTHORIZATION

Once signed, this change order becomes part of the existing project agreement. The client authorizes Bailey's Square to perform the work described above and acknowledges the stated cost and schedule changes. Additional work may not begin until written approval is received, except where immediate action is reasonably necessary to protect the property or address a safety condition.

CLIENT / AUTHORIZED REPRESENTATIVE SIGNATURE	DATE	BAILEY'S REPRESENTATIVE