

ENGINEERING CHANGE ORDER



PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	
REQUESTING PARTY		DATE OF REQUEST	
PROJECT MANAGER		CONTRACTOR	
OWNER		ENGINEER	

CHANGE OVERVIEW	
DRAWING / DESCRIPTION OF CHANGE	<i>List and attach any pertinent documentation.</i>
REASON FOR CHANGE	
ACTIONS REQUESTED	
SUPPORT AND JUSTIFICATION DOCUMENTS	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
PRELIMINARY ENGINEERING	
CONSTRUCTION ENGINEERING	
SUMMARY OF ASSUMPTIONS AND RISKS	
ITEMS IMPACTED	

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
ORIGINAL PRICE		ORIGINAL TIMES	
NET CHANGES OF PREVIOUS CHANGE ORDERS		NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS	
NET INCREASE / DECREASE		NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES		TOTAL CONTRACT TIME WITH APPROVED CHANGES	

ITEMIZED BREAKDOWN OF WORK			
	NO. OF HRS	RATE	AMOUNT
CONSTRUCTION			
DESIGN ALLOCATION			
OTHER			
		TOTAL	
	TAX	x 15%	
	GRAND TOTAL		

RECOMMENDED BY ENGINEER OF RECORD		APPROVED BY OWNER	
DATE		DATE	
ACCEPTED BY CONTRACTOR		REVIEWED BY FUNDER	
DATE		DATE	