

# PROJECT CHANGE ORDER REQUEST FORM



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

PROJECT DETAILS	

PROJECT CHANGE REQUEST DESCRIPTION	
<b>DESCRIPTION OF CHANGES NEEDED</b>	
<b>REASON FOR CHANGE</b>	
<b>SUPPORT AND JUSTIFICATION DOCUMENTS</b>	<i>List all attached documents which support the requested change and justify any increased cost and time.</i>
<b>SPECIFICATIONS</b>	
<b>IMPACT OF CHANGE</b>	
<b>RISK MANAGEMENT</b>	

<b>PROJECT NAME</b>			
<b>LOCATION OF WORK</b>			
<b>CONTRACT NO.</b>		<b>CHANGE ORDER NO.</b>	

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

<b>CHANGE REQUEST PRIORITY LEVEL</b>		<b>PRIORITY LEVEL JUSTIFICATION</b>	
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PROJECT CHANGE ORDER DISCUSSION DOCUMENTATION   Change Has Been Discussed With		
NAME & TITLE	NAME & TITLE	DATE
	By	
	By	
	By	
	By	
	By	
	By	

<b>RECOMMENDED BY ENGINEER</b>		<b>APPROVED BY OWNER</b>	
<b>DATE</b>		<b>DATE</b>	
<b>ACCEPTED BY CONTRACTOR</b>		<b>REVIEWED BY FUNDER</b>	
<b>DATE</b>		<b>DATE</b>	