

Change Order Agreement

Date: [Insert Date]

Contractor: [Insert Contractor Name]

Client: [Insert Client Name]

Project Name: [Insert Project Name]

Project Address: [Insert Project Address]

Change Order Number: [Insert Change Order Number]

Dear [Insert Client Name],

This Change Order is executed on [Insert Date] between [Contractor Name] ("Contractor") and [Client Name] ("Client"). The purpose of this Change Order is to modify the original contract dated [Insert Original Contract Date].

Details of Change Order:

- Description of Change: [Insert Description]
- Reason for Change: [Insert Reason]
- Impact on Schedule: [Insert Impact]
- Additional Costs: [Insert Costs]

By signing below, both parties agree to the terms of this Change Order.

Signatures:

[Insert Contractor Name]

Date: _____

[Insert Client Name]

Date: _____

Thank you for your cooperation.