

PROJECT CHANGE ORDER REQUEST FORM

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

PROJECT DETAILS

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PROJECT CHANGE REQUEST DESCRIPTION

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

PROJECT NAME			
LOCATION OF WORK			
CONTRACT NO.		CHANGE ORDER NO.	

CHANGE IN CONTRACT PRICE

ORIGINAL PRICE	
NET CHANGES OF PREVIOUS CHANGE ORDERS	
NET INCREASE / DECREASE	
TOTAL CONTRACT PRICE WITH APPROVED CHANGES	

CHANGE IN CONTRACT TIMES

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

CHANGE REQUEST PRIORITY LEVEL

PRIORITY LEVEL JUSTIFICATION

**PROJECT CHANGE ORDER DISCUSSION DOCUMENTATION
CHANGE HAS BEEN DISCUSSED WITH:**

NAME & TITLE	NAME & TITLE	DATE
	By	
	By	
	By	
	By	
	By	
	By	

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

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