

# SAMPLE PROJECT CHANGE ORDER REQUEST FORM

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<b>PROJECT NAME</b>	Cartman & Associates Front-Office Overhaul		
<b>LOCATION OF WORK</b>	1200 Pike Place, 1 <sup>st</sup> Floor		
<b>CONTRACT NO.</b>	R7-625A1	<b>CHANGE ORDER NO.</b>	107
<b>REQUESTING PARTY</b>	Calista Schultz	<b>DATE OF REQUEST</b>	January 5, 2025
<b>PROJECT MANAGER</b>	Jack Peterman	<b>CONTRACTOR</b>	Peterman Construction
<b>OWNER</b>	Feldman Holdings	<b>ENGINEER</b>	Joel Richardson

## PROJECT DETAILS

Front Office overhaul of Cartman & Associates

## PROJECT CHANGE REQUEST DESCRIPTION

<b>DESCRIPTION OF CHANGES NEEDED</b>	4 additional laborers to meet revised deadline of one week earlier as stipulated by client
<b>REASON FOR CHANGE</b>	Client has requested a revised date of completion from Friday, March 14, 2025 to Friday, March 7, 2025. Additional manpower required.
<b>SUPPORT &amp; JUSTIFICATION DOCUMENTS</b>	<i>List all attached documents which support the requested change and justify any increased cost and time.</i> - Client Change Order Request 106b - PO A1-612
<b>SPECIFICATIONS</b>	
<b>IMPACT OF CHANGE</b>	Project budget to increase by \$11,125; Timeline impact: Project Deadline / Date of Completion change by 7 days from 03/14/2025 to 03/07/2025
<b>RISK MANAGEMENT</b>	No new risks introduced by change

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**CHANGE IN CONTRACT PRICE**

<b>ORIGINAL PRICE</b>	\$127,550
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS</b>	\$138,675
<b>NET INCREASE / DECREASE</b>	\$11,125
<b>TOTAL CONTRACT PRICE WITH APPROVED CHANGES</b>	\$138,675

**CHANGE IN CONTRACT TIMES**

<b>ORIGINAL TIMES</b>	03/14/2025; 133 days
<b>NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS</b>	03/07/2025; 126 days
<b>NET INCREASE / DECREASE</b>	(7 days)
<b>TOTAL CONTRACT TIME WITH APPROVED CHANGES</b>	126 days

**CHANGE REQUEST PRIORITY LEVEL**

**PRIORITY LEVEL JUSTIFICATION**

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

<b>NAME &amp; TITLE</b>	<b>NAME &amp; TITLE</b>	<b>DATE</b>
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>	

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