

Change Order Checklist

EZcontractordocs

FREE PRINTABLE

Check every change order before it goes to the client.

CONTRACT AND PROJECT

- ☐ Client name and job address
- ☐ Original contract date or number this change modifies
- ☐ Change order number (CO-001, CO-002...) and date

THE CHANGE

- ☐ Who asked for it: client, hidden condition, inspector or code, design change, other
- ☐ Specific description: location, quantities, materials, model or brand where it matters
- ☐ What is added and what is removed (credits shown as deductions)

PRICE

- ☐ Cost lines for labor, materials, subcontractor and other, with quantity and unit price
- ☐ Markup only if the contract allows it; tax only where it applies
- ☐ Total for this change
- ☐ Contract ladder: original amount + previously approved changes + this change = new contract total

SCHEDULE AND PAYMENT

- ☐ Days added (write "none" if zero) and the revised completion date
- ☐ When this change gets paid: now, next progress payment, or completion

SIGN-OFF

- ☐ Both parties sign and date BEFORE the changed work starts
- ☐ One change per form; a copy goes in the job file and one to the client