Construction change order

Illustrative completed example · USD where amounts are shown

Project / customer
Utility room refresh · Sample customer

Original agreement / revision
EST-001 / revision 1

Change number / date
CO-001 / 14 October 2026

Currency
USD

Reason for change
Customer requested two additional shelves

Added / revised work
Supply and fit two specified shelves

Removed work
Omit the originally selected single shelf

Schedule effect
One additional visit, subject to material availability

Customer approval / date

Contractor approval / date

Work / material	Qty / unit	Rate	Taxable?	Amount
Two replacement shelves	2 shelves	140.00	Yes	280.00
Credit for omitted shelf	1 shelf	-100.00	Yes	-100.00

Subtotal	180.00
Tax (0%)	0.00
Change total	180.00
Original contract	2000.00
Revised contract	2180.00

This is a change record, not a jurisdiction-specific contract. The spreadsheet calculates the change total and revised contract amount from your entries. Apply tax only to marked lines. The example uses 0% tax for illustration, not as a recommendation.

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