Construction change order

Free printable template · Enter currency where amounts are shown

Project / customer

Original agreement / revision

Change number / date

Currency

Reason for change

Added / revised work

Removed work

Schedule effect

Customer approval / date

Contractor approval / date

Work / material	Qty / unit	Rate	Taxable?	Amount
Two replacement shelves	_____	_____	_____	_____
Credit for omitted shelf	_____	_____	_____	_____

Subtotal	_____
Tax (___%)	_____
Change total	_____
Original contract	_____
Revised contract	_____

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.

Free template from Construction Job Estimator
constructionjobestimator.com/templates/construction-change-order/