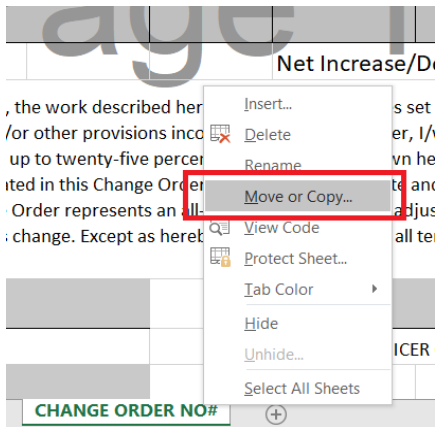


CONSTRUCTION CHANGE ORDER FORM

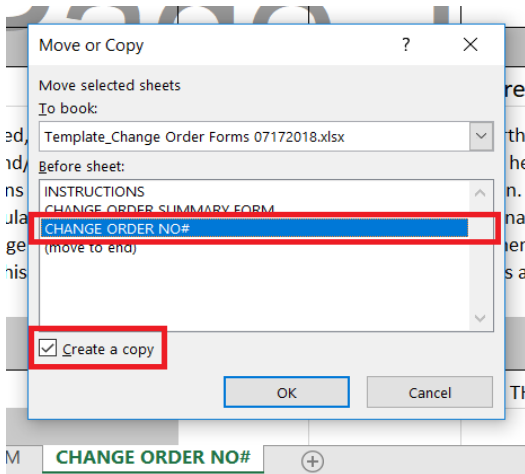
Instructions

Step 1: General Template Use

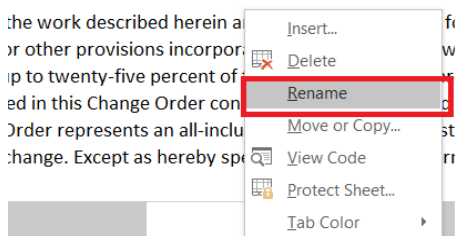
- Read all instructions before using the template
- The same spreadsheet is to be used for all Change Orders.
- Duplicate the Change Order tab by creating a copy for each change order.
- Right Click on the tab and select *Move or Copy*



- Select the *Change Order Form* and check the *Create a copy* box



- *Rename* the copied tab with the correct Change Order number. Repeat for each Change Order.



CONSTRUCTION CHANGE ORDER FORM



Step 2: Change Order Summary Form

- The Change Order Summary form serves as a financial summary sheet of Change Orders.
- Enter all fields using information provided in the project workbook and other available contract documents.
- Communicate with the Project Manager to ensure the account numbers to increase the PO are correct.
- Enter amount, description, and date for each Change Orders.
- The spreadsheet will automatically sum the Change Order amount. Please review the values to ensure accuracy.

Step 3: Change Order Form – Input basic project information

- Enter the Invitation to bid (ITB) number, Purchase Order Number, Change Order Number, and Project Name.
- The location and *Description of Proposed Work* and the *Explanation of Necessity for Project Work* are **not** included on this sheet and should be detailed in the Change Order Justification Memorandum.

Step 4: Submitting the Change Order Form

- Once the Change Order form is complete Print and circulate for Signatures
- Scan the complete signed form and submit electronically with all documentation required by the requisition checklist



CONSTRUCTION CHANGE ORDER BUDGET SUMMARY

Please use this form to track change order cost throughout the construction phase

Contractor:	
Project Name:	
Project No:	
Prepared by:	

Date:

Contract #:
Purchase Order #:

Account Number to Increase PO:	Fund	Natural Acc.	Cost Center	Project	Source of	
					Fund	Task

TOTAL CONTRACT AUTHORIZATION
 (PO and Contingency)

ORIGINAL PURCHASE ORDER AMOUNT:
 (Contract without Contingency)

CONTRACT CONTINGENCY AMOUNT:

TOTAL CHANGE ORDERS INCREASE:

Change #	Amount	Description	Date
CO # 1			
CO # 2			
CO # 3			
CO # 4			
CO # 5			
CO # 6			
CO # 7			
CO # 8			
CO # 9			
CO # 10			
CO # 11			

AUTHORIZED CONTINGENCY BALANCE:



2100 Clarendon Boulevard, Suite 813, Arlington, VA 22201
TEL 703.228.3669 FAX 703.228.3606 www.arlingtonva.us

CONSTRUCTION CHANGE ORDER FORM

ITB #: _____ PURCHASE ORDER #: _____ 0 _____ CHANGE ORDER #: _____

PROJECT NAME : _____ 0 _____

PROJECT NO : _____ 0 _____

LOCATION AND DESCRIPTION OF PROPOSED WORK

SEE CHANGE ORDER JUSTIFICATION MEMO

EXPLANATION OF NECESSITY FOR PROPOSED WORK

SEE CHANGE ORDER JUSTIFICATION MEMO

A time extension of _____ calendar days will be allowed for this work.

New completion date: _____

Amount of original contract: _____

Total of other C.O. (s): _____

New contract amount: _____ \$0.00

ESTIMATE OF PROPOSED WORK

SPEC NO.	LOCATION	ITEM	QUANTITY	UNIT	UNIT PRICE	INCREASE	DECREASE
						-	-
			Total				
			Net Increase/Decrease				

I/We hereby agree to perform and/or nonperform as indicated, the work described herein and at the unit prices set forth and that such work shall be performed in accordance with the Contract provisions and specifications and/or other provisions incorporated herein. Further, I/we hereby agree that the quantities set forth herein will be applicable to the adjusted quantities, including overruns up to twenty-five percent of the quantities shown herein. The Contractor's signature is its agreement that the adjustments in Contract price and/or Contract Time stipulated in this Change Order constitute full, complete and final compensation for all costs and time associated with this Change Order. The Contractor agrees that this Change Order represents an all-inclusive and equitable adjustment to the Contract, and further agrees to waive all rights to make further claims arising out of or as a result of this change. Except as hereby specifically modified, all terms and conditions of the Contract as heretofore modified remain unchanged and in full force and effect.

CONTRACTOR: _____
FIRM'S NAME

BY _____
OFFICER OF THE FIRM DATE

PROJECT OFFICER (CONSTRUCTION MANAGER) DATE

DESIGN TEAM SUPERVISOR (DETS) DATE

CONSTRUCTION MANAGEMENT SUPERVISOR (CMS) DATE

ENGINEERING BUREAU DIVISION CHIEF (EBC) DATE