

This is a preview of the fillable **Style #4 Change Order Form**. The purchased form is full-size, without the watermark. It's fillable and it comes with instant download and unlimited usage as well as unlimited free replacement and unlimited free support. There's no monthly fee to use it, and you can use it on as many computers as you wish. You'll be able to save filled-in copies, print as many copies as you need, change it as many times as you need, save it again, etc., on every project.

**The fillable Change Order Form Style #4 in Microsoft Word and Adobe PDF is available at:**

<https://www.construction-business-forms.com/construction-change-order-form-style-4.html>

## ENTER YOUR COMPANY NAME HERE

Street Address, City, State, Zip

Phone: (555) 555-5555 -- Fax: (555) 555-5551

anyone@anyemailaddress.com -- www.websiteaddress.com

Room for your license # and expiration date if you're required to include it.

### CHANGE ORDER # \_\_\_\_\_

SUBMITTED TO		TODAY'S DATE	DATE OF PLANS/SPECS AND PAGE #'S
ADDRESS, CITY, STATE, ZIP			
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
JOB NAME AND LOCATION			

We propose the following changes in the scope of work:

For the added sum of \_\_\_\_\_ ( \$ \_\_\_\_\_ ).

The new contract amount will be: \_\_\_\_\_ ( \$ \_\_\_\_\_ ).

#### Payment as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

**Note: this proposed change order may be withdrawn by us if not accepted within \_\_\_\_ days.**

**ACCEPTANCE OF CHANGE ORDER** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date of Acceptance)