

**4F**

**Sample Change Order Form**

PROJECT NAME:					PROJECT NUMBER:			
CONTRACTOR NAME:					COUNTY:			
ITEM NO.	DESCRIPTION OF BID ITEM	QUANTITIES			UNIT	UNIT PRICE	COST ADJUSTMENT	
		AS BID	FINAL	NET CHANGE				
ITEM NO.	DESCRIPTION OF SUPPLEMENTAL ITEM	QUANTITY	UNIT	UNIT PRICE	COST			
<i>(attach additional sheets as necessary)</i>								
Total Cost of Change(s) \$								
Original Project Bid Cost \$								
Previous Approved Changes (Total Cost of Previous Change(s)) \$								
<b>Revised Project Cost \$</b>								
EXPLANATION OF CHANGES								
SIGNATURES								
<i>I have reviewed the quantity and/or unit price changes shown above and agree with the changes.</i>				<i>I certify that I have reviewed the quantity and/or unit price changes shown above and approve the changes.</i>				
CONTRACTOR SIGNATURE				DATE		ENGINEER or ENGINEER'S REPRESENTATIVE SIGNATURE		DATE