Work Order
For
Contract Changes

Date _____

OFFICE NO.	JOB NO.	WORK ORDER NO.	ORDERED FOR CUSTOMERS BY:	ORDERED RECEIVED BY:
NAME OF JOB:			JOB ADDRESS:	
NAME OF CUSTOMER:			BILLING ADDRESS:	

SCOPE OF WORK _____

Customer Authorization

❑ VERBAL ORDER:	❑ WRITTEN ORDER:	❑ BASED ON OUR ESTIMATE
NO. DATE:	NO. DATE:	NO. DATE:

NOTE TO CUSTOMER: THE ABOVE WORK IS A CHANGE IN THE SCOPE OF OUR CONTRACT. WITH A COPY OF THIS WORK ORDER WE ARE NOTIFYING OUR FIELD FORCES TO PROCEED WITH THE WORK WITH THE UNDERSTANDING THAT THE PRICE AND TIME REQUIRED FOR THIS CHANGE ARE:

	❑ To Be Submitted Latter	❑ Submitted Pending Appoval			❑ Approved			
TIME EXTENSION								
FIXED PRICE CONTRACT CHANGE	$				$			
GUARANTEED MAXIMUM CONTRACT CHANGE	$				$			
FEE CHANGE	$				$			
OTHER								