

Instructions: Please fill out all areas highlighted in Yellow (as applicable)

CHANGE ORDER NO. :

DATE:

Contractor Name :

Project Name :

Contractor Address :

VU Project No. :

VU Project Manager :

Purchase Order :

Contractor Project No. :

DESCRIPTION OF CHANGE:

TOTAL COST OF CHANGE:

\$

PRIOR TO THIS CHANGE ORDER :

CURRENT VALUES, INCLUDING THIS CHANGE ORDER :

1. Original Contract:
Input Original Contract Amount

2. Previously Submitted Change Orders (Total):
Input TOTAL of All Previously Submitted Change Orders

3. Revised Contract(1. + 2.): \$ 0.00

4. Revised Contract (Prior to this Change Order: 3.): \$ 0.00

5. Value of this Change Order: \$ 0.00
Equals Value Above

6. Revised Contract with This Change Order(4. + 5.): \$ 0.00

The Contract Time will be increased by days

The date of Substantial Completion as of the date of this Change Order is therefore:

By Design Professional: _____ **DATE:** _____

By Owner - Level -1: _____ **DATE:** _____

By Owner - Level -2: _____ **DATE:** _____

By Owner - Level -3: _____ **DATE:** _____

Notes: (1) Please initial all changes made to this form prior to submitting / executing.