# **Sample Change Order Form**

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| **Change Order No:**  | **Change Order to Work Authorization Date:**  |
| **Change Order Date:**  |
| **Project Name:**  | **Project No:**  |
| **Client:**  |
| *Your company name here*: | Client:  |
| Name & Title: | Name & Title: |
| Signature:  | Signature:  |
| Date:  | Date: |
| **Description of services and payment terms** (as applicable) |
|  |
| **Anticipated change to Delivery Schedule** (as applicable):  |
|  |
| Value of this Change Order |  |