CHANGE ORDER REQUEST

SUBCONTRACTOR:

Phone:
FAX:

PROJECT:

CHANGE ORDER NUMBER:
CHANGE ORDER NAME:
DATE:
ARCHITECT'S PROJECT NO.:
CONTRACT DATE:
CONTRACT FOR:
TMI JOB NO.:
JOB COST CODE:
WORK REQUESTED BY:

SUBMITTED TO:
Terri Matthews, Inc.
220 N. Chickasaw
Pauls Valley, OK 73075

The contract is changed as follows:

Item	Amount
Total Amount this Change Order:	

Work to fulfill this Change Order (has)(has not) begun and (has)(has not) been completed.

The original Contract Sum was: $

Net changed by previously authorized Change Orders: $

The Contract Sum prior to this Change Order was: $

The Contract Sum will be (increased) (decreased) (unchanged) by this Change Order in the amount of: $

The new Contract Sum including this Change Order will be: $

The Contract Time will be (increased) (decreased) by: days

This change order is not complete until signed and approved by Terri Matthews, Inc.

SUBMITTED BY:

Signature
Print Name
Title
Company
Date

APPROVED BY:

Signature
Print Name
Title
Company Terri Matthews, Inc.
Date