

Change Order

Inkly Sample Template | Not Legal Advice

Change Order Number: [CO-XXXX]

Date: [Date]

Original Contract / SOW: [Contract or SOW Name and Date]

Project Name: [Project Name]

Client: [Client Name / Company]

Service Provider: [Company Name]

Reason for Change

This Change Order is being issued due to:

[Describe the reason for the change, such as revised requirements, unforeseen conditions, or client request.]

Description of Changes

The following changes to the original scope are approved:

- [Describe change 1]
- [Describe change 2]
- [Describe change 3]

Work Removed or Reduced (if applicable)

[Describe any work that is being removed or reduced as part of this change, or enter N/A.]

Schedule Impact

Original Completion Date: [Original Date]

Revised Completion Date: [New Date]

[Describe any other timeline changes or enter N/A if the schedule is unaffected.]

Cost Impact

Original Contract Value: \$[Original Amount]

Amount of This Change Order: \$[Change Amount] (increase / decrease)

Revised Contract Value: \$[New Total]

Payment Terms

[Describe how the additional amount will be invoiced, e.g., with the next regular invoice, as a separate invoice, etc.]

Effect on Original Agreement

All other terms and conditions of the original agreement remain in full force and effect. This Change Order is incorporated into and made part of the original agreement.

Approval

By signing below, both parties agree to the changes described in this Change Order.

SIGNATURES

[Company Name]

Signature: _____

Name: _____

Title: _____

Date: _____

[Client Name]

Signature: _____

Name: _____

Title: _____

Date: _____

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