**SUBCONTRACT CHANGE ORDER**

ItemNumber *ItemNumber* PARENT.DocItemNumber xFilter\_DocItemTask = CostType IN ('SP','SG','SN')

|  |  |
| --- | --- |
| **PROJECT #** **XX** | **SUBCONTRACTOR** |
| **Title** | XX | **Contract #** | **XX** - xx |
| **Address** | XX | **Company** | XX |
|  | City, State Zip | **Address** | XX |
| **Owner** | **XX** |  | City, State Zip |
| **CHANGE INFORMATION** | **MAJOR REFERENCE** |
| **SCO No**. | **XX**-xx-xx | **Issue #** |  |
| **Issued** | Date |  |  |
| **Subject** | Description | **RFI #** |  |
| **Schedule** |  |  |  |
| **Amount** |  | **Other** |  |

|  |  |
| --- | --- |
| **CHANGE COST BREAKDOWN** |  |
| **Item #** | **Cost Code** | **Description**  | **Reference** | **Site/Bldg** | **Change** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | xx | xx | xx | xx |  | xx |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Change Order =** | 0 |

|  |
| --- |
| **NOTES / REMARKS** |
| Notes |

|  |  |
| --- | --- |
| **CHANGE ORDER TOTALS** |  |
| Original Subcontract Amount | xx |
| Total of Previous Change Orders | xx |
| Net Subcontract Amount Prior to this Change Order | xx |
| Amount of this Change Order | xx |
| New Subcontract Amount | **xx** |
|  |  |
| Change in Contract Time | X Days |

|  |
| --- |
| **CHANGE ORDER NOT VALID UNTIL SIGNED BY BOTH CONTRACTOR AND SUBCONTRACTOR** |
| **GC** | ProjectCompanyAddr\_Company |  | **SUB** | XX |
| **Signed** |  |  | **Signed** |  |
| **Printed** | XX |  | **Printed** |  |
| **Date** |  |  | **Date** |  |
|  |  |  |  |  |