Change order form

A change order form, line by line: what changed and why, each cost item with quantity, unit cost and markup, the schedule impact, and who approved it when.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

CO no.	Date	Job	Description of change	Reason ▾	Cost item	Cost type ▾	Quantity	Unit	Unit cost	Cost	Markup %	Amount	Schedule impact (days)	Status ▾	Approved by	Date approved

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/change-order-form

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

CO no.	Date	Job	Description of change	Reason ▾	Cost item	Cost type ▾	Quantity	Unit	Unit cost	Cost	Markup %	Amount	Schedule impact (days)	Status ▾	Approved by	Date approved
CO-07	*Sep 29, 2026*	*J-1131*	*Add 4 floor drains, exam corridor (RFI 23)*	*Owner request*	*Plumber labor*	*Labor*	*40*	*HR*	*$92*	*$3,680*	*15*	*$4,232*	*2*	*Submitted*		
CO-07	*Sep 29, 2026*	*J-1131*	*Add 4 floor drains, exam corridor (RFI 23)*	*Owner request*	*Floor drains & trap primers*	*Material*	*4*	*EA*	*$610*	*$2,440*	*15*	*$2,806*		*Submitted*		
CO-07	*Sep 29, 2026*	*J-1131*	*Add 4 floor drains, exam corridor (RFI 23)*	*Owner request*	*Saw-cut & patch slab*	*Subcontract*	*1*	*LS*	*$1,850*	*$1,850*	*10*	*$2,035*		*Submitted*		

How to fill it in

1. Give the change a number and describe it, citing the RFI, directive or drawing revision behind it.
2. Add one row per cost item — labor, material, equipment, subcontract — with quantity and unit cost.
3. Set markup to what the contract allows for each cost type; amount calculates.
4. State the schedule impact in days — leaving it blank can waive a time extension under many contracts.
5. Submit, and record who approved it and when. Filter Status = Approved for billing.

Options for the ▾ columns

- **Reason:** Owner request / Design change / Unforeseen condition / Code requirement / Error or omission
- **Cost type:** Labor / Material / Equipment / Subcontract / Other
- **Status:** Draft / Submitted / Approved / Rejected / Void

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