Change order log template

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

Job	CO no.	Description	Type (PCO/COR/CCD/CO) ▾	Date identified	Date submitted	Amount requested	Cost in place	Status ▾	Days pending	Approved amount

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

Filled-in example

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

Job	CO no.	Description	Type (PCO/COR/CCD/CO) ▾	Date identified	Date submitted	Amount requested	Cost in place	Status ▾	Days pending	Approved amount
J-1104	*CO-07*	*Framing revisions, levels 3-5*	*COR*	*Aug 12, 2026*	*Aug 19, 2026*	*$124,500*	*$118,000*	*Pending*	*44*	

How to fill it in

Options for the ▾ columns

- **Type (PCO/COR/CCD/CO):** PCO / COR / CCD / CO
- **Status:** Identified / Submitted / Pending / Approved / Rejected / Void