Change Order Tracker

Track every change to your original contract. Never approve verbal changes—get it in writing.

Project: _____ Original Contract: $_____

#	Date	Description of Change	Cost (+/-)	Approved
1			$	■
2			$	■
3			$	■
4			$	■
5			$	■
6			$	■
7			$	■
8			$	■
		TOTAL CHANGE ORDERS:	$	
		NEW CONTRACT TOTAL:	$	

Change Order Rules:

- Get every change in writing BEFORE work begins
- Both parties must sign each change order
- Keep copies of all signed change orders
- Track running total against your contingency budget
- Question any change order over 10% of original scope