

**UNIVERSITY OF MAINE SYSTEM
Small Construction Contract
CHANGE ORDER**

Project: **[Project name]**
 [location]
 [address]
 [city state zip]

C. O. Number:

Date:

To: **[Contractor company name]**

Project Number:

- > Number and briefly summarize each Change Order item below. Include description of and reason for work, and cost.
- > Attach appropriate supporting documentation including drawings and specifications.
- > Change Order is not valid until signed by all parties.

No.	Description	Cost
1	[Replace this text. Please keep the description brief so the text is completely visible when printed. Indicate item number at left and cost at right.]	
Total:		\$0

	Add	Deduct	Total
Amount of This Change Order	\$0	\$0	\$0
Amount of Previous Change Orders	\$0	\$0	\$0
Net Change Orders to Date	\$0	\$0	\$0
Original Contract Amount	\$0	\$0	\$0
Contract Total to Date	\$0	\$0	\$0

Completion Date:

Date by

This Number of Days:

New Completion Date:

Architect/Engineer

[Firm name]
 [address]
 [city state zip]

Contractor

[Company name]
 [address]
 [city state zip]

Owner

[Agency name]
 [address]
 [city state zip]

[signature above this typed name]
 date:

[signature above this typed name]
 date:

[signature above this typed name]
 date: