



Pursuant to the *Contract Documents*, the following is an amendment to the *Contract* stating the agreement between the *Owner* and the *Contractor* upon a change in the *Work* and the adjustments in the *Contract Price* and *Contract Time*.

## CONTRACT CHANGE ORDER FORM

<b>Project Description:</b>			
<b>Contract Documents:</b>			
<b>Contract #:</b>		<b>New Change Order #</b>	
<b>Project # (if applicable):</b>		<b>Requested By:</b>	
<b>Contractor Name:</b>		<b>Consultant Name:</b>	

<b>Original Contract Price:</b>		<b>(excluding taxes)</b>
<b>Change Order Description:</b>		
<b>Change Order Amount:</b> The above mentioned contract is hereby amended by the sum of: HST is <b>additional</b>		<b>(excluding taxes)</b>
<b>Effect on Project Delivery Date stated by Contractor in their bid (if applicable):</b>		

Town Staff Acceptance			date
Name	Position	Signature	Date
	Staff Member		
	Manager		
	Director		
	Commissioner		

Contractor Acceptance			
Company Name	Name and Position	Signature	Date

The above Change Order is subject to all terms and conditions of the *Contract*.

The above Change Order is subject to the terms of the bid, inclusive of all costs and has been recommended / accepted by the signing parties, having authority to bind their agency.

Consultant Recommendation			
Company Name	Name and Position	Signature	Date