CHANGE ORDER LOG

A register is not an authorization. Obtain the written approval required by your contract before changed work proceeds.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

ORIGINAL CONTRACT AMOUNT

BASELINE COMPLETION DATE

CHANGE REGISTER

CO # / description	Status / submitted	Net + / - amount	Days + / -	Approval ref.

Suggested statuses: draft, pricing, submitted, approved, rejected, withdrawn. Keep proposed and approved totals separate.

General template only. Not legal advice. Check the contract and applicable local requirements.

CHANGE ORDER LOG

Reconcile only approved changes into the contract total and forecast dates under the signed agreement.

PROJECT / JOB NUMBER

UPDATED BY / DATE

APPROVED CHANGE RECONCILIATION

Calculation	Value / reference
Original contract amount	
Sum of approved additions	
Sum of approved credits (deduct)	
Current contract amount	
Approved schedule adjustment / new date	

PENDING DECISIONS

CO # / decision needed	Owner	Due date

RELATED SELECTION / RFI / INVOICE REFERENCES

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