



# Change Order Form

(Significant Additions to a job may be billed separately)

Date Initiated \_\_\_\_\_ J.O.S. # \_\_\_\_\_

Customer Name \_\_\_\_\_

Person Requesting the Change \_\_\_\_\_ Contact # (\_\_\_\_) \_\_\_\_\_

Person Authorizing Changes \_\_\_\_\_ Contact # (\_\_\_\_) \_\_\_\_\_

Details & Specifications of Changes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parts Required (+/-) \_\_\_\_\_  
\_\_\_\_\_

Total quoted cost of parts needed: \$ \_\_\_\_\_

Quoted hr for change: # hrs \_\_\_\_\_ cost \$80/hr \$ \_\_\_\_\_

Quoted cost of shop supplies \$ \_\_\_\_\_

Quoted costs of sublet required \$ \_\_\_\_\_

Description/details of sublet required \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total sell price of change order \$ \_\_\_\_\_

Sales Signature: \_\_\_\_\_