**CHANGE ORDER NO.:**

**CHANGE ORDER WORKSHEET (OPTIONAL)**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**CONTRACTOR:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **(1)**  **Contractor** | **(2)**  **Subcontractor** | **(3)**  **TOTAL** |
| **Direct Costs** |  | **Labor** |  |  |  |
|  | **Materials**  **(including Sales Tax)** |  |  |  |
|  | **Rental Charges** |  |  |  |
|  | **Subtotal Direct Costs**  **(sum lines 1 – 3)** | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **Contractor Markup** |  | **Contractor OH&P**  **(17% of line 4, col 1)** | **$ 0.00** |  |  |
|  | **Subcontractor’s OH&P**  **(17% of line 4, col 2)** |  | **$ 0.00** |  |
|  | **Contractor markup on Subcontractor**  **(10% of line 4, col 2)** | **$ 0.00** |  |  |
|  | **Total Contractor Markup**  **(sum lines 5 – 7)** | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **Additional Bonding, Insurance and Permit Costs Associated with Change Order** |  | **Bonds** |  |  |  |
|  | **Insurance** |  |  |  |
|  | **Permits, Licenses or Fees** |  |  |  |
|  | **Subtotal (sum lines 9 – 11)** | **$ 0.00** | **$ 0.00** | **$ 0.00** |
| **TOTAL** |  | **Change Order Cost**  **(sum lines 4, 8, 12, col 3)** |  |  | **$ 0.00** |

**Instructions to the General Contractor**

1. Complete this form by providing the project information required above and the proposed Change Order Cost.
2. Provide detailed back-up verifying the numbers shown above, including hourly rates for labor and number of hours worked.
3. Contractor Markup percentages are per the AIA A201, Section 7.5.
4. Round all amounts to the nearest dollar.