**Company Name Phone:**

**Address Fax:**

|  |  |  |
| --- | --- | --- |
| **ADDITIONAL WORK AUTHORIZATION** | **EXTRA WORK****#** | **CHANGE ORDER****#** |
| **CUSTOMER NAME** | **WEEK ENDING DATE** |
| **JOB NAME** | **JOB NUMBER** | **JOB LOCATION** |
| **REASON FOR ADDITIONAL WORK** |
| **DESCRIPTION OF ADDITIONAL WORK** |
| LABOR: | DAYS/HOURS WORKED | FOR OFFICE USE ONLY |
| EMPLOYEE NAME | M | T | W | TH | F | S | RATE | TOTAL |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| MATERIAL/EQUIPMENT | FOR OFFICE USE ONLY |
| ITEM/EQUIPMENT TYPE | QTY/HRS USED | UNIT PRICE | TOTAL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL MATERIAL/EQUIPMENT: $\_\_\_\_\_\_\_\_\_\_\_\_**

**LABOR TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL ADDITIONAL CHARGE FOR ABOVE WORK: $\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORIZED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DATE**

**SUPERVISOR/FOREMAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **DATE**