**Company Name Phone:**

**Address Fax:**

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

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

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

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

**DATE**

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

**DATE**