### Sample Change Order Form (Sales)

**Customer Name:** **Job Number:**

**Contact:** **Change Number:**

**Address:** **Date:**

**City, State Zip:** **Salesperson:**

**Phone Number:**

 **Reference:**

 Contract Drawing #

 Sketch #

 Shop Drawing #

 Specification #

 **Category:**

#  Error/Omission

 Changed Condition

 Design Improvement

 Schedule Change

 Modified Scope

 Non-Project Change

## Request

## Justification

# Impact: *Cost:* Yes No *Time:* Yes No

### If yes, attach cost estimate

**COST ESTIMATE:**

#

Approved By: Date: