### 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: