

CHANGE ORDER INITIATION FORM

(Project name here)

W.O. XXXXXXXXX

Bid Package XXX

Contract No. XXXXX

Change Order Serial Number:	_____	Area affected by change:	_____
Subject:	_____		_____
Author:	_____		_____
Initiation Date:	_____		_____
Initiated By:	(CM Name) _____		
Approved By:	(PM Name) _____		

Change Order Category:

☐ 1. Changed/Unforeseen Conditions

☐ 2. Errors and Omissions

☐ 3. Changes in Scope

Reason for Change:

Description of Change:

Schedule Impact:

☐ Critical ☐ Not Critical Activity ID: _____ Total Float: _____ Schedule Update: _____

Project Manager's Cost Estimate:

<input type="checkbox"/> Credit \$ _____	<input type="checkbox"/> \$1,000 - \$5,000	<input type="checkbox"/> \$10,000 - \$25,000	<input type="checkbox"/> \$50,000 - \$100,000
<input type="checkbox"/> \$0 - \$1,000	<input type="checkbox"/> \$5,000 - \$10,000	<input type="checkbox"/> \$25,000 - \$50,000	<input type="checkbox"/> > \$100,000