CHANGE ORDER

JOSEPH DOUGLAS® FINE HOME BUILDERS

Phone (262)783-4700

Fax (262)783-4716

JOSEPH DOUGLAS® DESIGN * BUILD * REMODEL

Job Name:		**Change Order #:**	
Job Number:		**Date:**	

We hereby agree to make the change(s) specified:	**Affected Contractors**	**Cost:**
Change Order to extend construction schedule by this amount	**Subtotal**	
15% Builder Mark-up for above items		
Service Charge for Change Order		

We Agree hereby to make the change(s) specified above at this price		
Authorized Signature (Builder)	Previous Contract:	
Date	Revised Contract:	$

ACCEPTED: The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated. This Change Order becomes part of the existing contract. **Change Order will not be processed or implemented until all monies are paid**. Builder reserves the right to deny change order request.

Signature of Owner _____

Date of Acceptance _____

Copies to:

1. Job Manager	3. Customers for Approval	5. Job Folder
2. Subcontractors	4. Interior Design and/or Sales Person (as applicable)	6. Put Original(s) in Accounting Folder