

# CHANGE ORDER

**PROJECT:** *(Name and Address)*

Project Name  
Project Address

**Change Order Number :** 02

**Date :** Feb. 11, 2011

**Distribution:**

- Owner
- Architect
- Contractor
- Field

**To Contractor:** *(Name and Address)*

Contractor Name  
Contractor Address

**Architect's Project Number:** 516

**Contract Date :** March 31, 2010  
**Contract For :** Finishing Works

**The Contract is changed as follows:**

#	Description	Cost
1	Change Lobby Flooring to Marble	1,000,000
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total		1,000,000

---

**NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT, AND CONTRACTOR**

---

The original (Contract sum) (Guranteed maximum Price) was ----- \$ 10,000,000  
 Net Change by previously authorized Change Orders ----- \$ 50,000  
 The (Contract sum) (Guranteed maximum Price) prior to this change order was ----- \$ 10,050,000  
 The (Contract sum) (Guranteed maximum Price) will be (increase) (decreased)  
 (unchanged) by this Change Order in the amount of ----- \$ 1,000,000  
 The new (Contract sum) (Guranteed Maximum Price) including this Change Order will be ----- \$ 11,050,000  
 The Contract Time will be (increased) (decreased) (unchanged) by ( 14 ) days  
 The date of Substantial Completion as of the date of this Change Order will be **June 31, 2011**

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<p><b>Architect Name</b> _____ Architect</p> <p><b>Address Line 1</b> _____ Address</p> <p><b>Address Line 2</b> _____</p> <p>By _____</p> <p>Date _____</p>	<p><b>Contractor Name</b> _____ Contractor</p> <p><b>Address Line 1</b> _____ Address</p> <p><b>Address Line 2</b> _____</p> <p>By _____</p> <p>Date _____</p>	<p><b>Owner Name</b> _____ Owner</p> <p><b>Address Line 1</b> _____ Address</p> <p><b>Address Line 2</b> _____</p> <p>By _____</p> <p>Date _____</p>
--	--	--

---

AIA DOCUMENT G701 FORMAT \* CHANGE ORDER Format