

# 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

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

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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.

**Architect Name**

\_\_\_\_\_  
Architect

**Contractor Name**

\_\_\_\_\_  
Contractor

**Owner Name**

\_\_\_\_\_  
Owner

**Address Line 1**

\_\_\_\_\_  
Address

**Address Line 1**

\_\_\_\_\_  
Address

**Address Line 1**

\_\_\_\_\_  
Address

**Address Line 2**

\_\_\_\_\_

**Address Line 2**

\_\_\_\_\_

**Address Line 2**

\_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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**AIA DOCUMENT G701 FORMAT \* CHANGE ORDER Format**