



DOCUMENT HB701

CHANGE ORDER

<u>PROJECT</u>	<u>PERMIT NUMBER</u>	<u>CHANGE ORDER INFORMATION</u>
Name: Address:		Change Order Number: Date:
<u>OWNER</u>	<u>ARCHITECT</u>	<u>CONTRACTOR</u>
Name: Address:	Name: Address:	Name: Address:

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was \$ _____
The net change by previously authorized Change Orders \$ _____
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$ _____
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this
Change Order in the amount of \$ _____
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be \$ _____

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is Executed to supersede the Construction Change Directive.

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