

REQUEST FOR CHANGE ORDER

_____ (PROJECT)

_____ (SUBCONTRACTOR NAME)

CHANGE DESCRIPTION:

COST: (Attach any takeoffs, quantities, unit prices, quotes, etc. used in preparing this recap).

FIELD DESCRIPTION	LABOR	MATERIAL	SUB/VENDOR	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SUBTOTAL				\$ _____
SUBCONTRACTOR/BOND COST _____% (IF APPLICABLE)				\$ _____
SUBTOTAL				\$ _____
SUBCONTRACTOR/VENDOR OVERHEAD & PROFIT (_____%) (per contract)				\$ _____
TOTAL COST TO MERIDIAN DEVELOPMENT				\$ _____

PLEASE NOTE ANY ITEMS RELATED TO YOUR SCOPE AND THIS CHANGE WHICH YOU HAVE NOT INCLUDED:

ASSUMING 7 CALENDAR DAYS FOR APPROVAL OF THIS CHANGE ORDER REQUEST SPECIFICALLY NOTE ANY IMPACT TO YOUR CURRENT SCHEDULE:

(SUBCONTRACTOR NAME)

SIGNED / DATE

NOTE: IN THE EVENT YOU REQUIRE ADDITIONAL SPACE TO PROPERLY RECAP THIS CHANGE, PLEASE EXPAND THIS FORMAT.