

THE CHANGE-ORDER PAPER TRAIL

A simple, printable system for the extra work that sneaks onto a job.

START HERE

When a customer asks for a change, write it down, price it, and get approval before you start. Keep a copy with the original estimate and invoice. This kit includes a change-order form, a running log, and a quick checklist.

THE 5-MINUTE CHANGE-ORDER ROUTINE

1. Describe exactly what is being added, removed, or changed.
2. Estimate additional materials, labor, subcontractors, and other costs.
3. State the price change and any schedule impact.
4. Have the customer approve the change in writing before work begins.
5. Save the signed form and add the amount to the final invoice.

REMEMBER

A verbal "go ahead" can be hard to prove later. Confirm changes in writing, even when the customer is someone you know. Follow your contract and local legal requirements; this template is an organizational aid, not legal advice.

More time for business. More time for family.

CHANGE-ORDER APPROVAL FORM

Complete one form for each requested change. Both parties should keep a copy.

Contractor / business:

Customer / client:

Project address or name:

Original contract / estimate #:

Change order #:

Date requested:

DESCRIPTION OF CHANGE

Work to add, remove, or revise (be specific)

PRICE & SCHEDULE

Additional charge (+) or credit (-):

\$

Revised contract total (if known): \$

Added / reduced calendar days:

Revised estimated completion
date:

APPROVAL

By signing, the parties approve the change described above, including the stated price and schedule adjustment, subject to their underlying contract.

Customer signature / date:

Contractor signature / date:

CHANGE-ORDER TRACKING LOG

Use this log to keep all the extras together and reconcile them to your final invoice.

CO #	Date	Short description	Amount (+/-)	Approved?	Invoiced?

BEFORE YOU SEND THE FINAL INVOICE

- ☐ Every approved change has a signed form or written approval.
- ☐ Change-order amounts agree with the final invoice.
- ☐ Credits and removed work are included, not just additions.
- ☐ Copies are saved with the project paperwork.

A FRIENDLY REMINDER

Keep your original estimate, signed contract, messages, change orders, and final invoice together. Good records make billing conversations easier and help you see whether the job actually paid off.