**Figure 8.14** Change order form.

**Change Order Form**

| Project ID: | Date: |
|---|---|

| Client ID: | Distribution list |
|---|---|
| Project Name:: | |

Description of change:
"What":

Requested by:
"Who":

Reasons for change:
"Why":

| Authority for change: | Discretionary/Non-discretionary: |
|---|---|

Cost and time implications:

Change to be paid by:

Recommended action:

| Client Authorization: | Dated: |
|---|---|

Master plan and cost plan amended on:

Change implemented on: