

Change Order Request

Job Name: Redwood Apartments
Contractor: Ace Builders Inc.
Date: 06/19/2025
Change Order Request #: 1000

Demo Construction Co.
123 Demo Lane
Demoville, DE 12345
Phone: (999) 555-1234
Creator: Not Available

Description: Lobby repaint and wallpaper replacement

Note: N/A

Materials

Item	\$/Unit	Quantity	Cost
Paint	\$25.00 /gallons	5	\$125.00
Sum			\$125.00

Labor

Item	\$/Unit	Quantity	Cost
Painter	\$30.00 /hours	20	\$600.00
Sum			\$600.00

Other

Item	\$/Unit	Quantity	Cost
Wallpaper	\$15.00 /rolls	10	\$150.00
Sum			\$150.00

Sub-Total	\$875.00
General Overhead (10%):	\$87.50
Total Cost	\$962.50

Schedule Extension Needed:

1 Day

The above referenced change event or condition had/will have an impact (in time and/or money) on the work, materials and/or equipment that our company agreed to perform or furnish for the above-described Project. As such, we request that you promptly issue to our company a written Change Order that increases the amount of our contract by the amount detailed above.

NOTICE:

1. This Change Order Request is based solely on the direct cost elements of the additional work, materials or equipment required as a result of the change event and does not include any amount for changes in the sequence of our work, or work delays, disruptions, rescheduling, extended overhead, acceleration and/or other impact costs. We expressly reserve the right to make claim for any and all such items or costs prior to final payment.
2. We shall not be responsible for the costs associated with removing, replacing or altering the work of other trades.
3. Due to any failure to promptly approve this Change Order Request, we may be required to re-do or re-provide either original scope work or previously approved revised scope work for the Project. We expressly reserve the right to receive additional time and/or money for any such additional work.