

### Change Order Form

Buyer: \_\_\_\_\_ Lot number: \_\_\_\_\_  
 Contract dated: \_\_\_\_\_ Plan: \_\_\_\_\_

| Item number | Description of change | Cost     | Schedule Adjustment |
|-------------|-----------------------|----------|---------------------|
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| _____       | _____                 | _____    | _____               |
| Totals:     |                       | \$ _____ | _____ days          |

The changes listed above and the corresponding costs and adjustments in the construction schedule have been requested by you, the purchaser. By signing this change request you agree to pay for indicated changes and acknowledge that the construction schedule and estimated delivery date for the referenced home are revised accordingly. Change requests will be incorporated into the home only after they have been approved and signed by the builder.

Approved: \_\_\_\_\_ Purchaser: \_\_\_\_\_  
 Builder: \_\_\_\_\_ Purchaser: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Source: Carol Smith and William Young, *Customer Service for Home Builders* Washington, DC: BuilderBooks, National Association of Home Builders, 1990.