



Field Change Order Form

During the course of a construction project, there will be times when the subcontractor's scope of work will change because of a new design or some other condition that will not allow the contractor to progress with the work as originally bid. In either case, the subcontractor must be able to describe in detail the different conditions and identify the approximate costs associated with the change of scope. The Field Change Order Form identifies changes in scope of work during ongoing projects. A Field Foremen or Superintendant can complete this document quick and easy, so that any extra work can be quickly proposed by the subcontractor and accepted by the General Contractor or Owner. It is imperative that subcontractors have forms that have the ability to quickly and accurately document changes in scope that will affect the costs of a contract, and the schedule impacts of a job. As this form is filled out and submitted to the appropriate construction managers, it will be kept as an official record of change for the project.

There are areas on this form that will identify the project name, address and the extra work performed. There is also an area where an owner or other project representative can authorize the extra work for future payment. This form is available in excel, and is ready to go for your immediate use!

