



### **Verification of Extra Work**

This document is an outstanding verification tool to completely track the extra labor and material costs for Field Change Orders. This report works together with the Field Change Order Form so that it will identify who completed the extra work, how many hours were performed to do the work and the cost of the labor. It will identify the materials used and calculate the appropriate tax and company mark-up. There is an area for any special equipment used and the cost associated with rental or equipment usage. As a bonus, we have included a profit analysis of the individual change order. This will allow you to make quick decisions when negotiating a final change order price. This form is available in excel format, and is ready to be used!

