Your Roofing Co.
123 Main Street
Anytown, ST 00000
(555) 010-0100
office@example.com
License No. 000000

CHANGE ORDER

No. CO-001
Date: November 16, 2026

CUSTOMER

Customer name
456 Oak Avenue
Anytown, ST 00000
(555) 010-0199

JOB

Roof replacement, architectural shingles

CHANGES THE CONTRACT

Estimate EST-1001, signed November 2, 2026

REASON FOR THE CHANGE

Hidden condition found

THE CHANGE

With the old shingles off, 8 sheets of roof decking were found soft and rotted around the chimney and along the back eave. They need replacing before the new roof goes on. Photos were shared with the customer on site.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Remove rotted decking and install new 7/16" OSB sheets (4 × 8 ft), labor and materials	8	$58.49	$467.92

This change order	**+$467.92**

SCHEDULE

No change to the completion date.

PAYMENT

The amount of this change order is added to the final payment.

Original contract price	$10,798.53
Earlier change orders	$0.00
Price before this change	$10,798.53
This change order	+$467.92
New contract price	**$11,266.45**

By signing, both parties agree to this change. All other terms of the original contract stay the same. Work on this change begins after both parties have signed.

Contractor signature

Date

Customer signature

Date