

ABC Contractors Inc**CHANGE ORDER
REQUEST**

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

No. 1

TITLE: Change Order Request

DATE: 06/28/2004

PROJECT: Sample Project
Sample Project #1

JOB: 1234-5678AB

TO: Attn: Tom Jones
ABC Company
2250 Skyline Drive
Sometown, US 55555-5555
Phone: 610-999-3333 Fax: 610-999-7777

CONTRACT/PO: Proj#1

DESCRIPTION

This is sample data for the description of the change order request document. We will also add carbon copy sample information.

Num	Code	Description	Ref	Qty	Unit	Unit Price	Amount
1	432 - test	sample description of item	9857426	2.000	Each	\$150.00	\$300.00
							Item Total: \$300.00
							1 - Lump Sum Cost: \$100.00
							2 - Lump Sum Cost: \$200.00
							3 - Lump Sum Cost: \$300.00
							Total: \$900.00

This is sample text for closing comments of the change order request document.

CC: Carbon copy information
Sample Company Name, Contact Name

APPROVAL

By: _____

John Smith

By: _____

Date: 06/17/2004

Date: _____