

Painting Change Order

Change order number (job number, then sequence)		Original contract number and date	
Property address		Date raised	

Description of the change

Work being added	
Work being removed, if any	
If a discovery: what was found and where	

Reason (tick one)

Tick	Reason	What it means
	Customer request	Additional or altered work the customer asked for
	Hidden condition	Something not visible at estimate, such as rot, damp or a failed previous coating
	Access or site	Conditions on site prevented planned work
	Specification change	Different product, sheen or color count than agreed

Price and time impact (fill in both; write none where nothing changes)

Original contract price	
Previously approved change orders	
This change: addition or deduction	
Revised contract total	
Working days added, or none	

Agreement

All other terms of the original contract remain unchanged.

The work described above will not begin until this change order is signed by both parties.

	Printed name	Signature	Date
Customer			
Second owner, if any			
Contractor			

Have your own wording reviewed for your state before relying on it. PaintPricing.com free template. Edit freely for your own jobs.

Change Captured on Site

The quick version for the driveway. Write the full change order from it the same day.

Job number and date	
What changes, in one sentence	
Reason (customer request, hidden condition, access or site, specification change)	
Price impact	
Days added, or none	
Who asked, by name	

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