

Change order

CO #1042-CO1

Your company Your Company LLC
Customer Customer name
Job address 123 Main St, City, ST 00000

Date 2026-10-20
Estimate / contract # 1042
Requested by Customer

1. DESCRIPTION OF THE CHANGE

Add one exterior GFCI outlet on the rear wall next to the patio door, on a new 20 A circuit from the panel, with an in-use weatherproof cover.

2. REASON

☒ Customer request ☐ Hidden condition ☐ Code / inspector ☐ Design change ☐ Other: _____

3. PRICE

Item	Qty	Unit	Unit price	Total
Labor — run new 20 A circuit and install outlet	1.5	hr	\$95.00	\$142.50
GFCI outlet, in-use cover, 12/2 UF cable, breaker	1	lot	\$42.50	\$42.50
CHANGE ORDER TOTAL				\$185.00

4. EFFECT ON CONTRACT

Original contract	Previously approved COs	This change order	Revised contract total
\$8,450.00	\$0.00	\$185.00	\$8,635.00

5. EFFECT ON SCHEDULE

Adds 0 working days. Completion date unchanged: 2026-10-31.

6. BILLING

☒ Added to the next progress invoice ☐ Invoiced separately now ☐ Due on completion

7. APPROVAL — WORK STARTS ONLY AFTER BOTH SIGNATURES

Customer — name, signature, date

Contractor — name, signature, date

Template from fieldshub.com — free to copy. On the Pro and Business plans FieldsHub prices the change on your phone, sends it for one-tap approval and adds it to the next invoice.