MotionOps

CONTRACTOR STARTER HUB · RUN YOUR FIRST JOBS

Change Request Worksheet

Fill in one per change, the same day the change comes up. No signature, no start: only the changed work waits, everything else keeps going.

An introduction, not legal advice. Some states set rules for what a home improvement change order must contain and when it must be signed. Check the contract rules in your state with your state licensing board or a construction attorney before you use this form.

1. Change order

CHANGE ORDER NUMBER (CO-001, CO-002...)

DATE WRITTEN

CLIENT NAME

JOB ADDRESS

ORIGINAL CONTRACT: DATE

ORIGINAL CONTRACT: AMOUNT

DESCRIPTION OF THE CHANGE: PLAIN LANGUAGE, SPECIFIC ENOUGH THAT A STRANGER COULD CHECK THE WORK AGAINST IT

Reason (tick one; for a hidden condition, attach photos taken before you touched anything)

- ☐ Homeowner request
- ☐ Hidden condition
- ☐ Allowance overage
- ☐ Code or inspector requirement
- ☐ Material price change, if the contract lets you pass it through
- ☐ Deletion: work removed, a credit

Cost breakdown	Amount
Materials	
Labor: _____ hours x $_____ an hour	
Subcontractors	
Disposal, cleanup, permit revisions, re-inspections, admin fee (if your contract states one)	

Cost breakdown	Amount
Markup: _____%	
Change order amount: add (+) or credit (-)	

ORIGINAL CONTRACT AMOUNT

CHANGE ORDERS APPROVED BEFORE THIS ONE

REVISED CONTRACT TOTAL

SCHEDULE IMPACT: WORKING DAYS ADDED OR REMOVED (WRITE 0 IF NONE)

NEW COMPLETION DATE

PAYMENT TERMS: WHEN THIS CHANGE ORDER IS PAID, AND HOW IT CHANGES THE PROGRESS PAYMENT SCHEDULE

ANYTHING ELSE YOUR STATE REQUIRES ON A CHANGE ORDER (CHECK YOUR STATE'S RULES)

No signature, no start. An e-signature on a phone is fine; a text that says "ok go ahead" is not a change order.

CONTRACTOR, AUTHORIZED TO SIGN FOR THE COMPANY, AND DATE

HOMEOWNER, AND DATE

SECOND OWNER, IF YOUR CONTRACT REQUIRES EVERY OWNER, AND DATE

2. Price it before you write it

Use the same markup as the original job, or higher: changes cost more to manage than planned work (extra supplier trips, small orders with delivery fees, re-sequencing the crew, your time writing it up).
Change order price = (materials + labor + subs + disposal) × (1 + markup)

	Example	This change
Direct cost: materials + labor + subs + disposal	$1,000	
Markup	25%	
Price: direct cost × (1 + markup)	$1,250	
Gross margin: (price - direct cost) ÷ price	20%	

Margin is measured on the price, not on the cost. Mixing up markup and margin is one of the fastest ways to underprice changes. **Don't forget these costs:**

- [ ] Labor you didn't plan for, including tear-out and rework of finished areas
- [ ] Remobilization, if a sub has to come back for a second visit
- [ ] Disposal and cleanup for removed materials

- [ ] Permit revisions or re-inspections the change triggers
- [ ] Admin time: a flat fee per change order, if your contract says so
- [ ] A delay that pushes other jobs
- [ ] On an allowance overage: markup only if your contract says overages carry it, and the extra labor a pricier material often needs

3. Tell the homeowner

SHORT AND FACTUAL, WITH A CHEAPER OPTION

The [tile] you picked is [$14,000], and your contract has a [$6,000] [tile] allowance. With markup and about [12] extra hours for [the pattern], the difference is [$10,220], and it adds [three] days. I've written it up as a change order. Sign it and I'll [place the order today], or I can show you [two options closer to the allowance].

If they refuse to sign: don't do the extra work. Offer a lower-cost option or leave the scope as contracted.

4. Before you send it

- [ ] Scope is specific enough that a stranger could check the work against it
- [ ] Price includes markup and any extra labor, not just materials
- [ ] Schedule impact is stated, even if it is zero days
- [ ] Revised contract total is shown
- [ ] Photos are attached for hidden conditions
- [ ] Signature line for the homeowner, dated

5. After it's signed

- [ ] Payment collected, if your terms require it (often for special-order materials)
- [ ] Schedule adjusted; crew and affected subs told
- [ ] New materials ordered
- [ ] Added to the next progress invoice, with the running total

6. Change order log, one per job

Review it before the final invoice. Show the running total on every invoice: Contract $_____ + change orders $_____ = $_____

CO #	Date	Description	Amount (+/-)	Status
Example CO-003	Oct 14	Selected mosaic instead of allowance tile, shower walls and niche	+$10,220	Signed

CO #	Date	Description	Amount (+/-)	Status