

## PROJECT CHANGE ORDER

Project Name	
Project Contact	
Agency	

ORD#		Change Order #	
Drawing #		Location	
Requested By		Date Requested	

### Description of Changes

Change #	Description of Work	Estimated Time

### Change Order Cost

Labor is charged at \$250 per hour (one-hour minimum charge) prorated in ¼ hour increments.

Total Time:	Total Cost: \$
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### Customer Change Request Approval

Requested (print name)	Signature	Date
Approved (print name)	Signature	Date

### CI Install Approval

Team Lead (print name)	Signature	Date
Team Member (print name)	Signature	Date

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### Additional Notes

### Change Order Criteria

Simple modifications to furniture plan/layout within reason and as space allows.

Changes that can be accomplished with the manpower, tools and product/parts on hand.

**If the work requested requires additional product/parts, manpower, tools or a return visit, it should be considered a separate project or a work order.**