AIA® Document G701™ – 2001

Change Order

PROJECT: *(Name and address)*	**CHANGE ORDER NUMBER:**	OWNER ☐
	DATE:	ARCHITECT ☐
		CONTRACTOR ☐
TO CONTRACTOR: *(Name and address)*	**ARCHITECT'S PROJECT NUMBER:**	FIELD ☐
	CONTRACT DATE:	OTHER ☐
	CONTRACT FOR:	

The Contract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was $ _____

The net change by previously authorized Change Orders $ _____

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was $ _____

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged)
by this Change Order in the amount of $ _____

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be $ _____

The Contract Time will be (increased) (decreased) (unchanged) by   (   ) days.

The date of Substantial Completion as of the date of this Change Order, therefore, is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
ADDRESS	**ADDRESS**	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
(Typed name)	*(Typed name)*	*(Typed name)*
DATE	**DATE**	**DATE**