

EXTRA WORK ORDER

FROM:

Contractor's Name _____
Contractor's Address _____
City, State & Zip _____
Contractor's Telephone - FAX _____
Contractor's Email _____

EXTRA WORK NO.: _____
DATE: _____
PROJECT: _____
LOCATION: _____
JOB NO.: _____

TO:

Owner's Name _____
Owner's Address _____
City, State & Zip _____
Owner's Telephone - FAX _____
Owner's Email _____

EXTRA WORK ORDER APPROVED: _____
BY: _____
BY: _____

This **EXTRA WORK ORDER** includes all material, labor and equipment necessary to complete the following work:

- The work below to be paid for at actual cost of labor, materials and equipment plus _____ percent (_____ %)
- The work below to be completed for the sum of _____ dollars (\$ _____)

DESCRIPTION

The work covered by this order shall be performed under the same Terms and Conditions as are included in the original contract unless stated otherwise above.

Submitted:

X _____
(Contractor)

(Date)

Customer Approval:

X _____
(Owner)

(Date)