

01 26 14 CHANGE ORDER RECAP FORM

Change Proposal Recap Sheet										
Date: _____										
Contractor Name: _____										
Project Name: _____										
Contract Number: _____										
Reference RFP or RFI Number: _____										
Initiated By: _____										
Owner/Architect _____										
Contractor _____										
Subcontractor _____										
Brief Description of Proposed Change: _____										
GENERAL CONTRACTOR Direct Cost Summary										
Item/Description *	Quantity	Unit	Amount				Unit \$	Equipment	Unit \$	Sub-sub
			Unit \$	Material	Unit \$	Labor				
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
Sub Totals:				\$0.00		\$0.00		\$0.00		\$0.00
Material:	\$0.00	←								
Labor:	\$0.00	←								
Equipment:	\$0.00	←								
Prime Contractor Subtotal:		\$0.00								
SUBCONTRACTOR Direct Cost Summary										
Item/Description *	Quantity	Unit	Amount				Unit \$	Equipment	Unit \$	Sub-sub
			Unit \$	Material	Unit \$	Labor				
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
Sub Totals:				\$0.00		\$0.00		\$0.00		\$0.00
Material:	\$0.00	←								
Labor:	\$0.00	←								
Equipment:	\$0.00	←								
Sub-sub:	\$0.00	←								
Subcontractors Subtotal:		\$0.00								
Mark-up Calculations										
Subcontractors Subtotal:		\$0.00								
Prime Cntrr Subtotal:		\$0.00								
Total Direct Cost:		\$0.00								
GC OH&P on Own Work:		\$0.00	15%							
Total OH&P on Sub Work:		\$0.00	25%							
Total Cost Change		<u> </u>								
		Add								
		Deduct								
Total Time Change		<u> </u>								
		0	Calendar Days (Critical path impacts only)							
* Materials permanently installed in the building shall be sales tax free.										
* Any requests for additional time are only considered if the critical path of the project is extended. Attach additional pages with explanation of how the change affects the critical path of the project.										