

YouTestMe

Change Order Form

For CLIENT NAME

# Introduction

The form contains details on the changes to the original purchase order requested by CLIENT NAME.

# YouTestMe Change Order

| **Project:** |  |
| --- | --- |
| **Change Order Number:** |  |
| **Date:** |  |
|  |  |
| **Change Request Description** | |
| **Description:** |  |
| **Justification:** |  |
| **Change Order Cost** | |
| **Original Cost:** |  |
| **The cost will be increased / decreased / unchanged by:** |  |
| **New Cost:** |  |
| **Change Order Time** | |
| **Original Delivery Date:** |  |
| **Delivery date will be increased / decreased / unchanged by:** |  |
| **Revised Delivery Date:** |  |

|  |  |
| --- | --- |
| **Client Signature** | **YouTestMe Signature** |