



YouTestMe

Change Order Form
For CLIENT NAME

1 Introduction

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

2 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