
ABC Contractors Inc**PROPOSED
CHANGE ORDER**55 Main Street
Sometown, PA 99999**Phone:** (555) 555-5555
Fax: (555) 555-5554**No. 1**

TITLE: Proposed Change Order**DATE:** 06/28/2004**PROJECT:** Sample Project
Sample Project #1**JOB:** 1234-5678AB**TO:** Attn: Tom Jones
ABC Company
2250 Skyline Drive
Sometown, US 55555-5555
Phone:610-999-3333 Fax:610-999-7777**CONTRACT/PO:** Proj#1

DESCRIPTION

This is sample data for the description of the proposed change order document. We will also add carbon copy sample information.

Num	Code	Description	Ref	Qty	Unit	Unit Price	Amount
1	432 - test	sample description of item	9857426	2.000	Each	\$150.00	\$300.00
Item Total:							\$300.00
1 - Lump Sum Cost:							\$100.00
2 - Lump Sum Cost:							\$200.00
3 - Lump Sum Cost:							\$300.00
Total:							\$900.00

This is sample text for closing comments of the proposed change order document.

CC: Carbon copy information
Sample Company Name, Contact Name**APPROVAL****By:** _____
John Smith**By:** _____**Date:** 06/17/2004
_____**Date:** _____