

---

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

---

**TITLE:** Change Order Request**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 change order request document. We will also add carbon copy sample information.

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

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

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