

Change Order Template

A formal change order document for agencies and freelancers. Use this template to document scope changes, calculate cost impact, and get written approval before any extra work begins.

Open
template
page

What you will get

- Simple change order
- Detailed change order
- Cost impact calculator
- Timeline impact section
- Dual approval signatures

Simple Change Order

Change Order Details

PROJECT NAME

CHANGE ORDER NUMBER

ORIGINAL SCOPE REFERENCE

CHANGE DESCRIPTION

REASON FOR CHANGE

Impact Assessment

ADDITIONAL HOURS	HOURLY RATE
ADDITIONAL COST	IMPACT ON TIMELINE
Approval	
CLIENT NAME	PROJECT MANAGER
CLIENT SIGNATURE	MANAGER SIGNATURE
DATE	DATE

Detailed Change Order

Change Order Header

PROJECT NAME

CHANGE ORDER #

DATE SUBMITTED

INITIATED BY

Line-Item Breakdown

ITEM	DESCRIPTION	HOURS	RATE	COST
1	Additional page design	8	\$150	\$1,200
2	Content migration	4	\$125	\$500
			Total	\$1,700

Timeline & Dependencies

ORIGINAL DEADLINE

REVISED DEADLINE

MILESTONES AFFECTED

DEPENDENCIES / BLOCKERS

Tip: Use a change order every time a client requests work outside the original scope. Even small additions add up.

Related template: [Scope of Work Template](#)