

Project		Date	
Project Location		Project Number	
Owner / Client	File	6CO	This is page 1 of
Contractor		Contractor's Request / Quotation Number / Date	
Change to Contract Sum:	Choose One:	Change to Contract Time:	
Original Contract Amount:	Choose One:	Revised Contract Amount:	Choose One:
<input type="checkbox"/> See Change Order Summary for Revised Total Contract Amount and Time			
Reason for Change		Requested by	
Recommended for Approval by Gensler: by	By Por	Date Signed	
Approved for Owner / Client	By	Date Signed	
Approved for Contractor	By	Date Signed	
Approved for Tenant (if applicable)	By	Date Signed	
The above Change Order to the contract shall be effective upon signature by all applicable parties, in accordance with the Conditions of the Contract. The Contract Amount refers to the Contract Sum or guaranteed Maximum Cost in the Contract.			
Distribution			
Description / References / Costs / Dates			
Begin text here . . .			