

HVAC change order template

A blank change order form. What changed, why, what it costs, how many days it adds, and both signatures before the work happens.

YOUR COMPANY

Name, address, phone, license number

CUSTOMER

Name, phone, email

ESTIMATE NUMBER

DATE

PRICE GOOD THROUGH

Job details

ORIGINAL CONTRACT NUMBER

e.g. Change order 1 to Q-1042

WORK ADDED

e.g. Fabricate and install new return plenum

NET CHANGE TO THE PRICE

e.g. \$8,400 + \$760 = \$9,160

SIGNATURES AND DATES

e.g. Contractor and homeowner, signed before work resumes

REASON FOR THE CHANGE

e.g. Found: return plenum rusted through at the base, not visible until the old unit was out

WORK REMOVED

e.g. Credit: existing plenum reseal no longer required

DAYS ADDED TO THE SCHEDULE

e.g. 1 additional day

Description	Qty	Unit price	Amount
ADDED: [work], per [reason]	1		
ADDED: labor	4		
REMOVED: [work no longer required] (negative amount)	1		

Subtotal

Tax

Total

TERMS

CUSTOMER SIGNATURE

Date

CONTRACTOR SIGNATURE

Date