

CHANGE ORDER

January 5, 2021 Update

INSTRUCTIONS FOR USE

(This form is not to be given to customers.)

DISCLAIMER: Non-lawyers should seek the advice of a licensed attorney in all legal matters, including verification of the fitness of this material for your particular purpose. Edward H. Cross is licensed to practice law only in the States of California and Hawaii. All documents in this package are based on California law and must be reviewed by an attorney licensed to practice law in the jurisdiction where they will be used. You have received these forms and other material with the understanding that we are not rendering legal, accounting, or other professional services. This material complies with California law as of the date stated above. Although we may periodically furnish updates, the law changes rapidly and without notice. We do not attempt to distribute updates to comply with every change in the law, so we do not warrant that any material in this package complies with the law past the date set forth above. We do not warrant that the accuracy of the presentations, materials or communications, or represent them to be completely free of errors when delivered. You use everything in this package at your own risk, and should verify statements before relying on them. Your use of this material confirms your agreement to these terms. If you do not agree, do not use these forms.

Introduction: This form is to memorialize any change in scope, price, completion date or legal terms. Make liberal use of change orders. It is not a sign of weakness; it is a sign of refinement and professionalism. Number each Change Order sequentially and keep it with your copy of the Service Contract. Whenever providing a file to a lawyer, always be sure to send copies of all Change Orders. This form complies with California's requirements for Change Orders on home improvement projects, but can be used for commercial projects, as well.

Editing and formatting: This form can be edited to suit your purpose and to comply with your local law. The fields can be filled in with little or no formatting problems.

Top box: Fill in your company name, and contact information and contractor's license number, if any, in the upper left corner and your company logo in the center field.

"Customer": Fill in the name of the customer(s) exactly as shown on the main Agreement. See the important instructions that accompany the Agreement explaining how to identify the customer.

Execution: Fill in every blank on the form (use "n/a" where the subject matter is

truly inapplicable). Ask the customer to read the Change Order (see the Script for more information). Be sure to check the box for “Customer” or “Customer’s Agent” *before* requesting the signature. Do not expect the customer or agent to check one of the boxes. Give the customer or customer’s agent a copy of the completed, signed form. You have a number of options if the customer or agent refuses to sign, based on the circumstances; call Cross & Associates at (760) 773-4002 or send an email to edcross@edcross.com to discuss your options.

WE ARE HERE FOR YOU



Cross & Associates provides broad-based legal and consulting services to the cleaning and restoration industry. Please call (760) 773-4002 or email edcross@edcross.com for help with collections, customizing your contract forms, litigation and for all your legal needs.