

CHANGE ORDER

INSTRUCTIONS FOR USE

(These instructions are not to be given to customers.)

***DISCLAIMER:** This product is for general information purposes and is not a substitute for the advice of an attorney. 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.*

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.

Editing and formatting: This form can be edited to suit your purpose. 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 Service Agreement. See the important instructions that accompany the Service 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.