

Interior Design Change Order

Project Details

Project Name

Project Address

Client Name

Designer/Company

Change Order Number

Date

Scope of Change

Description of Original Scope

Description of Change(s)

Reason for Change

Change Details

Item/Service	Description	Qty	Unit Price	Total

Subtotal

Other Costs (if any)

Total Change Order Amount

Schedule Impact

Impact on Project Schedule

New Completion Date

Client Signature

Date

Designer/Project Manager Signature

Date