



## Services Agreement - Change Order Form

### CHANGE ORDER FORM

[Insert title of document being changed, e.g., Services Agreement/Statement of Work and/or Purchase Order - Number and Date]

[Insert Service Provider's name, address, email and telephone number]

[Insert Customer's name address, email and telephone number]

[Date]

This Change Order is an amendment to the above-referenced [applicable document, e.g., Services Agreement, Statement of Work, etc.] entered into on [date of Services Agreement] between [name of Service Provider] and [name of Customer], the terms of which are hereby incorporated into this Change Order by this reference. In the event of any conflict between the Services Agreement and this Change Order, the terms of [the Services Agreement (or) this Change Order] shall prevail. All other terms of the Services Agreement shall remain in full force and effect.

The Services Agreement is hereby amended to reflect the changes as follows:

1.

The following line items of Services set forth in [insert applicable provision or exhibit to the Services Agreement being changed] shall be added or deleted from the Services Agreement as described below:

Change:

Reason: [insert basis for the change, such as change in conditions, change in law, etc.]

2.

Service Provider shall complete the project by [insert date], instead of the dates listed in the Services Agreement.

3.

Pursuant to this Change Order, the Service Provider shall perform the Services with different personnel, materials, methods, or procedures than as what set forth in the Services Agreement as described below:

4.

The price for the Services [shall not change (or) shall change as described below:]

Original Contract Amount: [insert amount]

Change Order Amount: [insert amount]

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Additional/Decreased Amount: [insert amount]

These changes are accepted and agreed by the Parties, to become effective as of [insert effective date of Change Order].

**CUSTOMER**

By: \_\_\_\_\_

Name: [insert signer's name]

Title: [insert signer's title]

Date: [insert date]

**SERVICE PROVIDER**

By: \_\_\_\_\_

Name: [insert signer's name]

Title: [insert signer's title]

Date: [insert date]

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### **Drafting Notes**

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#### **Drafting Note to Section 1.**

The Change Order should clearly and fully set forth all the agreed upon changes to the Services Agreement. Counsel will want to carefully review the changes and ensure that they do not conflict with any other terms of the parties' agreement. Also consider how the changes will impact other terms and conditions of the agreement, and make sure the change order adequately addresses such issues.

#### **Drafting Note to Section 2.**

Counsel for the service provider will need to determine from the client whether the agreed upon changes will impact the completion date for the services. If the changes will delay performance, then the Change Order should provide additional time for the service provider to finish the project. Counsel for the customer will want to ensure that any extension of contract deadlines are reasonable under the circumstances.

#### **Drafting Note to Section 3.**

Any changes in the manner in which the services will be performed as a result of the Change Order (if any) should be spelled out in the document. This may entail utilizing different personnel or materials than specified in the agreement, or employing different methods or procedure than had been previously agreed to by the parties.