CHANGE ORDER

123-456-7890
youremail@domain.com

Your Street
Anytown, State
ZIP

Attention: [CLIENTNAME]
[COMPANYNAME]
Date: [DATE]

Project Title: Project Name
Project Description: Description Here

Per your request, we have updated the services provided to you by [COMPANYNAME]. Please note that this change has affected your Total Project Cost. Please refer back to the original signed agreement for terms and conditions.

Description	# of Hours	Rate	Cost
Additional website page	1	$ 150	$ 150
Additional images purchased	2	$ 75	$ 150
		Subtotal	$ 300
		Discount	$ (300)
		Total Due	$ 0

By signing below, I am confirming the above stated changes and accept the updated costs and fees. I also know the timeline maybe affected.

Client Signature Date

IF PAYING BY CREDIT CARD: I give [YOURCOMPANY] permission to bill my credit card on file for the above Total.

Card Holder's Signature Date

Work will begin as soon as this signed form and payment is received.