**SAMPLE CHANGE ORDER SUMMARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Change Order No. | BidItem No. | BriefDescription |  Contract Item Price \* |  Amount Participating | Amount Expenditure |  Amount Participating |
|  |  |  |  |   | Extra Work \*\* |  |

$ 0.00 $ 0.00 $ 0.00 $ 0.00

The amount shown as extra work is to be reported as a supplemental expenditure on the final Detail Estimate. Liquidated Damages/contractors claim:

Date of completion:

Date of acceptance:

\* Amounts shown are included at Bid Prices on Detail Estimate.

\*\* Extra Work (Payment under force account or agreed price).

**Distribution**: (1) Original - included in Report of Expenditures

(2) Copy retained by Local Agency Project File