



# ServiceFax

The History Behind Every Service Provider™



Verified  
Information



Comprehensive  
Records



Trusted  
Insights



Protecting  
Homeowners



Empowering  
Better Decisions

## ServiceFax Change Order Request Form

Project Name: \_\_\_\_\_

Contractor: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Original Contract Date: \_\_\_\_\_

Change Order Number: \_\_\_\_\_

Description of Requested Change:

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Reason for Change:

☐ Homeowner Request

☐ Material Availability

☐ Hidden Condition

☐ Permit Requirement

☐ Design Modification

Cost Impact:

Original Contract Amount: \$ \_\_\_\_\_

Change Amount: \$ \_\_\_\_\_

New Contract Amount: \$\_\_\_\_\_

Schedule Impact:

Additional Days Required: \_\_\_\_\_

New Completion Date: \_\_\_\_\_

Approvals

Homeowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

