

Approve the whole change. Not just the price.

A four-page homeowner record for changed scope, credits, cost, time, payment, approval, and the revised project total.

THE COMPLETE RECORD

Original scope -> changed scope -> cost delta -> markup -> schedule effect -> payment trigger ->
signatures -> revised total

Project / property

Change-order number / requested by / request date

Reason for change

Original signed contract date and total

Original scope affected

Original products / quantities / labor affected

Work removed and credit expected

Changed scope: products / quantities / labor / interfaces

Required permit / inspection question and supporting documents

Boundary: This worksheet organizes homeowner-entered facts. It does not interpret a contract, approve a payment, verify pricing, or replace legal, tax, building, design, or trade advice.

Build the cost delta

List additions and credits separately. State the markup percentage and its exact base instead of entering one unexplained total.

Cost line	Added cost	Credit	Evidence / assumption

Added costs subtotal / credits subtotal

Direct-cost delta

Markup percentage, exact base, and amount

Change-order increase or credit

Original total / prior changes / revised total

Record time and payment

A complete approval states the schedule effect and objective payment events. 'TBD,' 'upon request,' and verbal milestones are unresolved.

Original milestone / completion date
Working days added or removed
Reason for time effect
Material availability assumption
Inspection or approval dependency
Revised milestone / completion date
Payment milestone 1: amount and observable trigger
Payment milestone 2: amount and observable trigger
Retainage or final-payment effect
Who confirms each trigger / record used

No-work-before-approval check

Same dated version	Scope complete	Price complete	Time complete	Payment complete	Both signatures

Approve and update the project record

Attach the final version to the original agreement. Update the running change log, budget, schedule, and payment plan together.

Final change-order number / version / date

Approved change amount

Revised signed project total

Revised milestone / completion date

Homeowner name / signature / date

Contractor name / signature / date

Copies delivered to

Record revised date

Change #	Approved date	Increase / credit	Revised total	Days +/-	Status

Keep with: original agreement, prior changes, proposals, selection records, invoices, permits, inspections, payment evidence, warranties, and closeout records.