NYC DCWP HIC License Number: _____ Date of Change Order: _____

CHANGE ORDER

[ Home Improvement Contractor logo/letterhead here ]

| **Home Improvement Contractor (HIC) Name** | |
|---|---|
| D/B/A | NYC DCWP HIC License Number |
| Date of Contract | |

| **Consumer Name** |
|---|
| Address of Home Improvement Job |

## DESCRIPTION OF CHANGES TO WORK

For each change, check a box to indicate if it is an addition or a subtraction to the original contract, along with its associated cost.

| Change | Type of Change | Cost |
|---|---|---|
| | ❑ **Addition**<br>❑ **Subtraction** | |
| | ❑ **Addition**<br>❑ **Subtraction** | |

❑ *See additional details attached.*

## CHANGE IN CONTRACT PRICE

This Change Order (check one):

❑ **Increases the Total Project Cost by $_____** ❑ **Decreases the Total Project Cost by $_____** ❑ **N/A**

Unless otherwise agreed to in writing by both parties, extra charges for a Change Order shall be due before the Contractor begins the Change in Work.

## CHANGE IN CONTRACT TIME

| This Change Order will (check one): | This Change Order will (check one): |
|---|---|
| ❑ **Delay the Start Date by _____ weeks and _____ days.** | ❑ **Delay the Completion Date by _____ weeks and _____ days.** |
| ❑ **Move up the Start Date by _____ weeks and _____ days.** | ❑ **Move up the Completion Date by _____ weeks and _____ days.** |
| ❑ **N/A** | ❑ **N/A** |

This document relates to a Contract dated _____. All amendments and price changes listed above are hereby agreed to by the parties listed below.

**DO NOT SIGN THIS FORM IF YOU DO NOT ACCEPT ALL THE DETAILS AND FEES DESCRIBED.**

| *Date* | *Signature of Licensed Home Improvement Contractor* | *Print Name of Contractor* |
|---|---|---|
| *Date* | *Signature of Consumer* | *Print Name of Consumer* |

NYC DCWP HIC License Number: _____ Date of Change Order: _____

CHANGE ORDER

**DESCRIPTION OF CHANGES TO WORK (continued)**

| Change | Type of Change | Cost |
|---|---|---|
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |
| | ❑ Addition<br>❑ Subtraction | |

❑ *See additional details attached.*