

CHANGE ORDER AGREEMENT

This Change Order ("Change Order") is issued under and governed by the Master Service Agreement ("MSA") and applicable Statement of Work ("SOW") between:

[Your Company Name] ("Service Provider")

and

[Client Name] ("Client")

Date: [Insert Date]

Project Name: [Insert Project Name]

Original SOW Date: [Insert Date]

1. PURPOSE

This Change Order documents a requested modification, addition, or deviation from the original scope of work defined in the SOW. It outlines the updated scope, associated costs, and any impact on the project timeline.

No work described in this Change Order will begin until it is formally approved and payment terms are satisfied.

2. DESCRIPTION OF CHANGE

Requested By: [Client / Service Provider]

Summary of Change:

[Clearly describe the additional request or modification]

Reason for Change:

[Optional – e.g., new business need, revision beyond scope, missed requirement]

3. SCOPE OF ADDITIONAL WORK

The Service Provider agrees to perform the following additional services:

- [New Task / Deliverable 1]
- [New Task / Deliverable 2]
- [New Task / Deliverable 3]

Scope Clarification:

Only the tasks listed above are included. Any further additions will require a new Change Order.

4. DELIVERABLES

The following additional deliverables will be provided:

- **[Deliverable Name]** — [Format / Description]
- **[Deliverable Name]** — [Format / Description]

5. TIMELINE IMPACT

Original Deadline: [Date]

Revised Deadline: [Date]

Timeline Adjustment:

The project timeline will be extended by **[X days/weeks]** to accommodate this change.

All timelines remain dependent on timely feedback and approvals.

6. COST & PAYMENT TERMS

Additional Fee: ~~N~~[Amount]

Payment Terms:

- [100% upfront] OR

- [70% upfront / 30% before delivery]

Important:

Work on this Change Order will **not commence** until the required payment is received.

All fees are non-refundable once work has begun.

7. REVISIONS

This Change Order includes **[X revision round(s)]** for the added work.

Additional revisions beyond this limit will be billed at **#[Rate] per revision**.

8. IMPACT ON EXISTING AGREEMENT

8.1 All other terms of the original MSA and SOW remain unchanged and in full effect.

8.2 This Change Order overrides only the specific elements it modifies.

9. APPROVAL & AUTHORIZATION

By signing below, both Parties agree to:

- The updated scope of work
- The additional cost
- The revised timeline

No work will proceed without signed approval and payment (where applicable).

SERVICE PROVIDER

Name: _____

Signature: _____

Date: _____

CLIENT

Name: _____

Signature: _____

Date: _____

STATUS (FOR INTERNAL USE):☐ Approved☐ Pending Payment☐ In Progress☐ Completed