JOSEPH HUGHES CONSTRUCTION, INC.
GENERAL CONTRACTOR
VOICE (503) 624-7100

11125 SW BARBUR BLVD
PORTLAND, OREGON 97219
FAX (503) 684-5295

SUBCONTRACTOR/ VENDOR CHANGE ORDER REQUEST

TO:

COR Number # :

Project Superintendent:	Phone:	Date
Project Manager:	JHC Job Name	
FROM:	JHC Job Number / (Billing Code)	Job Phone
I am submitting this request in response to: ☐ Request by Project Superintendent. ☐ Request by Project Manger. ☐ Request by Owner. ☐ Request by Architect. ☐ Other_____	Existing Contract Number	

We hereby submit the following change(s) to the scope of work in addition to our original Subcontract / Purchase Order for this project.	Cost:
LEADTIME/ DELIVERY:	
Project Schedule Effected? No / Yes **If Yes:** Increase/ Decrease by _____ days/ weeks	
Subtotal:	$
Delivery Charges:	$
Overhead & Profit @ _____ % :	$
Total Change Order Request:	$

	We Request that the scope and total from above be added to our contract:⇒	$	
Date:	Previous Contract Total:	$	
Submitted By:	Revised Contract Total:	$	

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original cont[illegible]oesam