

Subcontractor  
Change Order Request

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

Subcontractor/Supplier: \_\_\_\_\_

Amount of this change: \$ \_\_\_\_\_

Reason for this change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Check box, if you have discussed this change order with the Project Manager.

**Please attach a bid when submitting a Change Order Request.**  
**Allow two weeks for Change Order Requests to be approved or denied.**  
**Do not submit an unapproved Change Order with your draw.**  
**Change Order Requests may be emailed to [holly.roberts@westwoodresidential.com](mailto:holly.roberts@westwoodresidential.com)**

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(For Project Manager's Use Only)

Approved

Denied

Cost Code	Amount	Note

Reason for this change: (select one) \_\_\_\_\_

If "Other" explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All Change Order Requests are listed in Possibles, on the budget, until approved or denied.**

Approved:

\_\_\_\_\_ PM

\_\_\_\_\_ VP