**CONTRACTOR CHANGE ORDER REQUEST**

General Contractor:

Project: PO #

UIFB/IFB # Change Request No. Date:

Change Request Description:

**SUBCONTRACTOR COSTS**  **SUMMARY**

**Submitted By (Contractor Personnel) Approved By (JMU Personnel)**

Name: Name:

Signature: Signature:

Date: Date:

(Please list all subcontractors and their costs involved in this change order request.)

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**Total Subcontractor Costs $**

Item No. Description Total Cost

1. Total Direct Labor Cost . . . . . . . . . . . . $

2. Total Direct Material Cost . . . . . . . . . . $

3. Total Equipment Cost . . . . . . . . . . . . $

4. Subtotal (Items 1-3) . . . . . . . . . . . . $

5. Overhead and Profit (15% of Item 4) . $

6. Subtotal (Items 4-5) . . . . . . . . . . . . . $

7. Subcontractor Cost . . . . . . . . . . . . . $

8. GC Markup on Subcontractor (10%) . . $

9. Subtotal (6-8) . . . . . . . . . . . . . . . . . . . . $

10. Additional Bond Cost . . . . . . . . . . . . . $

11. **Total Change Order Cost (9-10) . . . . . . . $**