

# Change Order



Job#:  
RWP1111

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

Bill To Name: \_\_\_\_\_

Ship To Name: \_\_\_\_\_

Project name: \_\_\_\_\_

Original Purchase Order: \_\_\_\_\_

Original contract date: \_\_\_\_\_ Change order number: \_\_\_\_\_

<b>The following order/contract changes have been requested:</b>
RWP1111 Add single roller shade. Customer left one off the original request.
Must add new line to BMX and update proposal.- \$400 difference
Email Quote Team and Financial Department on 1/02/2025

The original contract sum was: \$ \_\_\_\_\_  
Net amount of previous change orders: \$ \_\_\_\_\_  
Total original contract amount plus or minus net change orders: \$ \_\_\_\_\_  
Total amount of this change order: \$ \_\_\_\_\_  
The new contract amount including this change order will be: \$ \_\_\_\_\_

**Read Window Products, LLC**

**Authorized Signer:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

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

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

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_