

Change Order

Job#: RWP1111



Date: _____

Bill To Name: _____

Ship To Name: _____

Project name: _____

Original Purchase Order: _____

Change order number: _____

Original contract date: _____

The following order/contract changes have been requested:

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