Change Estimate Summary

Quotation to _____ Date _____

Address _____ Change Order Number _____

Address _____ Job Number _____

City, ST, ZIP _____ _____

Attention _____ _____

Job Name _____ _____

Reference _____

A. Material and equipment: $ _____

B. Sales tax: $ _____

C. Direct labor: $ _____

D. Indirect costs: $ _____

E. Equipment and tools: $ _____

F. Subtotal: ..... $ _____

G. Overhead at _____ % of line F: $ _____

H. Subcontracts: $ _____

I. Overhead at _____ % of line H: $ _____

J. Subtotal ..... $ _____

K. Profit at _____ % of line J: $ _____

L. Subtotal: ..... $ _____

M. Bond premium at _____ % of line L: $ _____

N. Service reserve at _____ % of line L: $ _____

O. Total cost estimate, lines L thru N: ¨ Add ¨ Deduct $_____

P. Exclusions from this estimate: _____

_____

Q. ¨ This quotation is valid for _____ days.

R. ¨ We require _____ days extension of the contract time.

S. ¨ We are proceeding with this work per your authorization.

T. ¨ Please forward your confirming change order.

Signed by _____

Project Manager