

# Change Proposal Summary

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

Customer Change Request #: \_\_\_\_\_

Contract #: \_\_\_\_\_

Prime Contractor Request #: \_\_\_\_\_

Contractor Job #: \_\_\_\_\_

Contractor Change Proposal #: \_\_\_\_\_

Description of Change: \_\_\_\_\_

1. Material .....	\$ _____
2. Sales Tax _____ % .....	\$ _____
3. Labor .....	\$ _____
4. Labor Supervision .....	\$ _____
5. Travel .....	\$ _____
6. Workmen's Compensation, Insurance, and Payroll Taxes .....	\$ _____
7. Subtotal .....	\$ _____
8. Other Job Expenses .....	\$ _____
9. Subcontract Cost .....	\$ _____
10. Total Prime Cost .....	\$ _____
11. Overhead _____ % of line 10 .....	\$ _____
12. Total Cost.....	\$ _____
13. Profit _____ % of line 12 .....	\$ _____
TOTAL PRICE OF CHANGE .....	\$ _____
TIME EXTENSION REQUIRED.....	_____ DAYS

ABOVE PRICES SUBJECT TO CHANGE IF NOT ACCEPTED BY \_\_\_\_\_(Date)

Accepted by: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

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