

This Change Order documents adjustments to the Statement of Work (SOW) or Order Form dated [date] between [customer name] and EdCast, which is hereby incorporated by reference. This Change Order amends and supersedes the terms of the SOW or Order Form as to the subject matter contained herein. In the event of a conflict between this Change Order and the Statement of Work or the relevant or Order Form, the terms of this Change Order shall prevail. Any further changes in the scope of services as set forth in the original SOW /or Order Form or this Change Order shall be agreed upon in writing by the parties.

PROJECT INFORMATION	
Project Name:	[project name]
Change Order Effective Date:	[CO date]
Client PO #:	[PO]

  

CHANGE ORDER
<h3>Change Summary</h3> <p>This CO provides xxx</p> <ul style="list-style-type: none"><li>• X</li><li>• X</li></ul> <h3>Deliverables Changes</h3> <p>The following deliverables shall be <u>removed or added</u> from the project:</p> <ul style="list-style-type: none"><li>• X</li><li>• X</li><li>•</li></ul> <h3>Price Adjustments</h3> <p>[Add number of hours and or cost]</p>

IMPACT SUMMARY							
<b>Timeline:</b>	[Add any changes to timeline or N/A if timeline is not impacted]						
<b>Budget &amp; Invoicing:</b>	<p>Total fees associated with this CO are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Original SOW/or Order Form</td> <td style="text-align: right; color: red;">\$xxx,xxx</td> </tr> <tr> <td>Change Order</td> <td style="text-align: right; color: red;">\$xxx,xxx</td> </tr> <tr> <td><b>Total Revised Estimate:</b></td> <td style="text-align: right; color: red; border-top: 1px solid black;"><b>\$xxx,xxx</b></td> </tr> </table> <hr style="width: 30%; margin-left: auto; margin-right: 0;"/>	Original SOW/or Order Form	\$xxx,xxx	Change Order	\$xxx,xxx	<b>Total Revised Estimate:</b>	<b>\$xxx,xxx</b>
Original SOW/or Order Form	\$xxx,xxx						
Change Order	\$xxx,xxx						
<b>Total Revised Estimate:</b>	<b>\$xxx,xxx</b>						

Acknowledged and approved by:

**Customer**

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**EdCast**

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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