

BUSINESS NAME

Ridgeline Roofing & Exteriors

PHONE

(555) 010-0142

EMAIL

office@example.com

LICENSE #

RC-000000

INSURANCE

Insured

CHANGE ORDER

CHANGE ORDER #

CO-1

DATE

2026-10-06

ORIGINAL ESTIMATE #

1042

ORIGINAL CONTRACT DATE

2026-09-28

CUSTOMER NAME

Dana Whitfield

PROJECT NAME

Roof replacement

JOB ADDRESS

118 Maple Ct.

DESCRIPTION OF CHANGE

Replace rotted roof decking found after tear-off on the north slope. 14 sheets of 7/16 in. OSB, installed and nailed to code before underlayment. Customer declined the ridge vent upgrade.

REASON FOR CHANGE

☐ Customer request ☒ **Hidden or unforeseen condition** ☐ Code or inspection requirement

☐ Material substitution or availability ☐ Design change ☐ Other: _____

ITEMS

ADD OR REMOVE	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Add	Replace roof decking (7/16 OSB), per sheet	14	\$85.00	\$1,190.00
Remove	Ridge vent upgrade (customer declined)	1	-\$240.00	-\$240.00

Removed work is entered as a negative amount.

Original contract amount	\$12,400.00
Previous approved change orders	\$0.00
This change order (+ or -)	+\$950.00
New contract total	\$13,350.00

Payment of this change: ☒ added to the next scheduled payment ☐ due on completion of the change ☐ due on signing ☐ credited to the final balance

Schedule impact: ☐ No change ☒ **Adds 1 working day.** New estimated completion date: **2026-10-10**

All other terms of the original contract remain in effect.

Work described here begins after both parties sign.

This change order becomes part of the original contract.

Sam Ortega

CONTRACTOR SIGNATURE / SAM ORTEGA / 2026-10-06

Dana Whitfield

CUSTOMER SIGNATURE / DANA WHITFIELD / 2026-10-06