

Additional Charge (AC) Form
(Change Order or Track Changes Document)

Project Title:

Project ID:

Date:

Client Name:

Client Email:

Client Phone:

[company]

contact:

- This item is a:**
1. Client-requested change
 2. Additional item request
 3. Outside original budget/scope
 4. Other _____

Description of change or addition:

Description of Services	Estimated Hours	Cost
		\$
		\$
		\$
	Total	\$

I am in agreement with the additional charge, description, timeline, and details outlined above. Please sign the document below and fax back to [xxx-xxx-xxxx].

Client Signature

Date

Client Name (printed)