

CHANGE ORDER

Customer:

Date:

Project Description {and estimated completion date, customer responsibilities, if appropriate, and any other level of detail needed}:

Price: \$ _____

Terms: _____

We believe it is our responsibility to exceed your expectations. This change order is being prepared because the above project was not anticipated in our original fixed price agreement, dated xx/xx/xx. The price for the above project has been mutually agreed upon by Customer XYZ and ABC, CPAs. It is our goal to ensure that XYZ is never surprised by the price for any ABC service, and therefore we have adopted the change order policy. The price above is due and payable upon completion of the project described [or, payable up front, if agreed upon, or in installments, etc., whatever you and the customer agree to].

If you agree with the above project description and the price, please authorize and date the change order below. A copy is enclosed for your records. Thank you for letting us serve you.

Sincerely,

Allan Somnolent, Partner
ABC, CPAs

Agreed to and authorized:

By: _____ Date: _____

Customer, President
XYZ, Inc.