

ALTERATION and/or CHANGE ORDER REQUEST FORM

___/___/___

(CUSTOMER NAME)

QUOTE NUMBER: _____ and/or

PURCHASE ORDER NUMBER: _____

By my signature below I have authorized **(YOUR COMPANY NAME)** to make the following changes to the above described job. I understand that there will be an additional charge of \$ _____ for these alterations and/or changes requested. I understand that these changes requested by **(CUSTOMER NAME)** will delay the delivery of goods by ____ days. **(YOUR COMPANY NAME)** will not be held liable for any penalties incurred due to the late delivery.

CHANGES REQUESTED: _____

Authorized signature