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EXAMPLE BUILDERS LTD.
Garage suites, infills & renovations · Calgary

300, 789 Sample Way SE, Calgary, AB
403-555-0188 · office@example.com
GST 00000 0000 RT0001 (sample)

Change order CO-002: add bedroom window W8

Garage Suite, 123 Example Street NW

CHANGE ORDER	**CO-002**
DRAFTED	Wed Oct 14, 2026, 2:14 PM
CONTRACT	Aug 21, 2026 (Q-0146 + A1)
STATUS	Approved Thu Oct 15, 9:05 AM

REQUESTED BY	Pat Example (owner), on site Wed Oct 14, 1:30 PM, to Jordan Example (superintendent)
SOURCE	Jordan's voice note, 2:10 PM (transcript below)
REASON	Owner request: more daylight in the bedroom
DRAWINGS	Sketch SK-CO-002, page 3 (marked-up A-102)

Change

Add window W8 in the level 2 bedroom, west wall: 30" x 48" casement, triple-glazed vinyl, to match W3.

- Frame a 31" x 49" rough opening in the west wall on Thu Oct 15, while the wall is still open: kings, jacks, 2-2x8 header with 2" XPS, sill and cripples.
- Supply and install W8 with a sill pan and jamb and head flashing lapped to the weather barrier.
- Adjust the siding and trim around the window.
- Drywall return, casing and paint inside.

Price

Item	Amount
Window W8, 30" x 48" casement, triple-glazed vinyl (match W3)	$890.00
Window installation, sill pan, jamb and head flashing	$140.00
Framing: rough opening 31" x 49", kings, jacks, 2-2x8 header with 2" XPS, sill, cripples (3.0 h at $68.00 + $95.00 material)	$299.00
Siding and trim adjustments around the new window	$210.00
Drywall return, casing and paint	$230.00
Cost	**$1,769.00**
Overhead and fee, 10% (contract: changes at cost plus 10%)	$176.90
Change order price, excluding GST	**$1,945.90**
GST 5%	$97.30
Total	**$2,043.20**

Schedule

No change to substantial performance (Fri Dec 18, 2026). The opening is framed Oct 15 while the wall is open. The window takes about 3 weeks: the opening is sheathed over in the meantime, and the window goes in the week of Nov 9, before insulation.

Condition
The west wall is 4'-0" (1.22 m) from the property line. Before the window is ordered, the designer confirms that the added opening meets the spatial separation requirements (NBC(AE) 9.10.15). If it does not, we infill the opening at no cost and this change order is void.

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Contract price

	Amount, excl. GST
Contract price, Aug 21, 2026 (Q-0146 plus Alternate A1)	$331,496.72
CO-001, Tue Sep 22: wall-mount jackshaft opener for D3 (owner request)	$520.00
CO-002, this change order	$1,945.90
Revised contract price	**$333,962.62**

CONTRACTOR

Morgan Example, Project manager
Signed electronically · Wed Oct 14, 2026, 2:20 PM

Morgan Example, Project manager

OWNER

Pat Example
Signed electronically · Thu Oct 15, 2026, 9:05 AM

Pat Example

Log

When	What
Wed Oct 14, 2:10 PM	Voice note from Jordan (superintendent) after the owner's visit.
Wed Oct 14, 2:14 PM	Change order drafted by AI with price and schedule. Spatial separation flagged.
Wed Oct 14, 2:20 PM	Reviewed and signed by Morgan Example (PM). Sent to the owner for e-signature.
Thu Oct 15, 9:05 AM	Signed by Pat Example. Opening framed the same day.
Fri Oct 16, 11:20 AM	Designer confirmed spatial separation for W8. Window ordered.

Voice note transcript

Jordan Example · Wed Oct 14, 2026, 2:10 PM · 0 min 17 s

> *Hey, it's Jordan at the garage suite. Pat was just here. He wants another window in the bedroom, on the west wall, about thirty by forty-eight, same as the egress one. Says the room's too dark. If we frame it tomorrow while the wall's open, it's easy. Can you get him a price today? Thanks.*

DRAFTED BY AI
Alpha Seed AI · change order agent
Wed Oct 14, 2026, 2:14 PM · from the 2:10 PM voice note, the contract and the price book

REVIEWED & APPROVED BY
Morgan Example, Project manager
Wed Oct 14, 2026, 2:20 PM · signed and sent to the owner

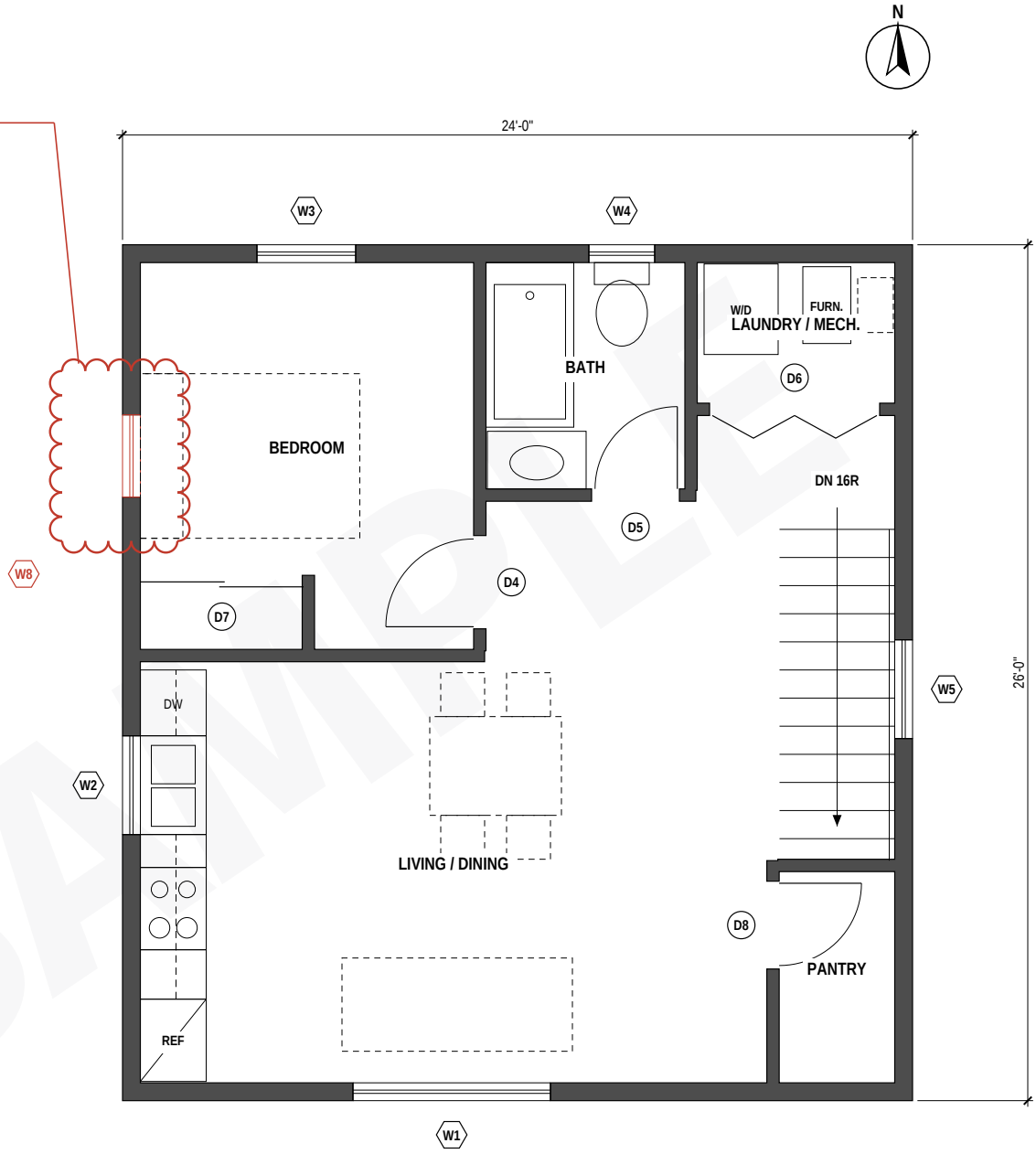
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CO-002

Add W8: 30" x 48" casement, triple-glazed vinyl, match W3. Centre 6'-5" from the north face of the building. R.O. 31" x 49", 2-2x8 header with 2" XPS. Sill 24" A.F.F. Frame Oct 15, wall open.



SK-CO-002 · Level 2 plan (from A-102 Rev 0), marked up for change order CO-002

Scale 3/16" = 1'-0" on letter paper at 100%. The change is shown in red. Example Builders Ltd. (fictional).