YOUR LOGO

YOUR COMPANY ELECTRIC LTD.

Electrical contractor · your street address · Calgary, Alberta
403-000-0000 · office@yourcompany.ca · GST No. 00000 0000 RT0001
Master Electrician: your name and certificate number

CHANGE ORDER

CO-07
Date 2026-10-23
Contract EC-0247

SAMPLE · FICTIONAL JOB · NOT FOR CONSTRUCTION Names, quantities and prices are invented. Your logo, rates and terms go here.

TO	Example Owner Ltd. (fictional)	**ASKED BY**	Owner's site representative, on site
ATTN	Owner's representative	**WHEN**	2026-10-23, 2:12 PM
PROJECT	Office / showroom / warehouse fit-out, AS-24-0247	**FROM**	Site photo P-118 and a 0:07 voice note

THE CHANGE

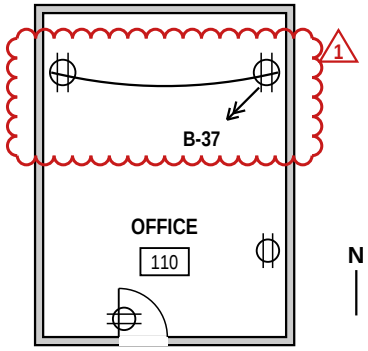
Add two 15 A duplex receptacles in Office 110, one on the west wall and one on the east wall, 400 mm above the floor, for the desks. New 20 A circuit B-37 from Panel B (spare position 37), AC90 12/2 fished through the ceiling space. Drawings E-102 and E-301 go to revision 1, and the Panel B directory is updated.

VOICE NOTE FROM THE FOREMAN · 0:07

Heard (Vietnamese):
Chủ nhà muốn thêm hai ổ cắm trong phòng 110, mỗi bên tường một cái, cho bàn làm việc. Cao như mấy cái kia.

In English:
The owner wants two more receptacles in room 110, one on each wall, for the desks. Same height as the others.

WHERE: OFFICE 110 (FROM E-102, REV 1)



Scale 1:140. New receptacles clouded; home run to Panel B, circuit 37.

PRICE

Item	Qty	Rate	Amount
Duplex receptacle 15 A, spec grade, old-work box and plate	2 ea	$24.60	$49.20
AC90 12/2 copper cable	24 m	$3.10	$74.40
Breaker 1P 20 A, 22 kA, for Panel B position 37	1 ea	$34.00	$34.00
Connectors, straps, circuit label	1 lot	$22.40	$22.40
Material			**$180.00**
Layout and cut in two boxes (west and east walls, 400 mm AFF)	1.2 h	$100.00	$120.00
Fish AC90 12/2 from Panel B through the ceiling space	2 h	$100.00	$200.00
Install breaker B-37, terminate, update the panel directory	0.9 h	$100.00	$90.00
Test, label, clean up	0.5 h	$100.00	$50.00
Labour, 4.6 h at the contract change-order rate			**$460.00**
Change order, before GST			**$640.00**
GST 5 %			$32.00
Total			**$672.00**

Schedule: no change to the completion date (0 days). Work on 2026-10-24 after this order is signed. Billed on progress invoice INV-1182 (2026-10-31).

APPROVED BEFORE THE WORK STARTS

Signed electronically by the owner's representative, 2026-10-23, 2:31 PM.
Sent by your company at 2:26 PM, 14 minutes after the voice note.

For your company: name, date