

**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**