Change Order Form

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Order No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change Version No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please note all changes being requested on the Purchase Order

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| --- | --- | --- | --- | --- |
| **Line No.** | **New Qty.** | **UOM** | **Unit Price** | **Extended Total / New** |
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* If additional space is needed for more lines, please attach a second form

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| REASON FOR CHANGE(S):  |
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Old PO Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_ New PO Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Difference: $\_\_\_\_\_\_\_\_\_\_\_\_\_