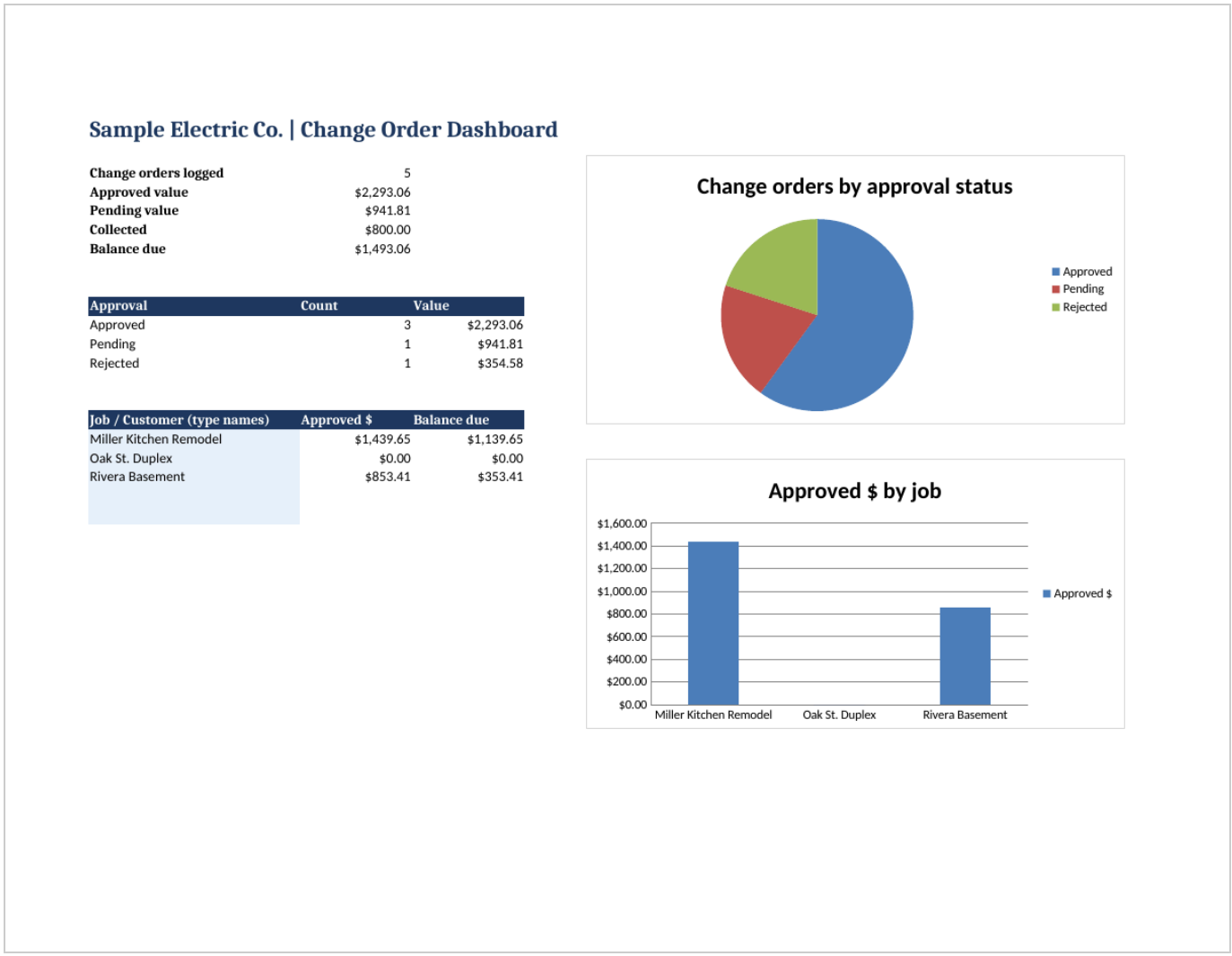
Change Order Manager - working sample

Excel and Google Sheets. Log added work, calculate labor and materials with markup and tax, track approvals and payments, print a change order for signature. Sample data is made up.



Sample Electric Co. | Change Order Dashboard

Change orders logged	5
Approved value	$2,293.06
Pending value	$941.81
Collected	$800.00
Balance due	$1,493.06

Approval	Count	Value
Approved	3	$2,293.06
Pending	1	$941.81
Rejected	1	$354.58

Job / Customer (type names)	Approved $	Balance due
Miller Kitchen Remodel	$1,439.65	$1,139.65
Oak St. Duplex	$0.00	$0.00
Rivera Basement	$853.41	$353.41

Sample Electric Co.

CHANGE ORDER

Change order #	CO-001	
Date		2026-10-02
Job / Customer	Miller Kitchen Remodel	
Description of added work	Add 3 recessed lights over island	

Labor	$340.00
Materials (incl. markup & tax)	$221.49
CHANGE ORDER TOTAL	**$561.49**

Schedule impact (days added):

By signing, the customer authorizes the added work described above at the amount shown.

Customer signature: _____ Date: _____
Printed name: _____

Contractor signature: _____ Date: _____
Printed name: _____