

GETTING STARTED

Change Orders

The screenshot displays the 'Adjusted Price & Duration' summary at the top, followed by a 'Change Orders' table. The summary shows an initial contract price of \$438,023.56, adjusted by \$5,256.17 in change orders to a total of \$443,279.73. The duration is adjusted from 180 to 190 workdays. The change orders table lists 10 items with their respective prices and approval statuses.

#	NAME	DESCRIPTION	CLIENT PRICE	APPROVAL STATUS	ASSIGNED RESOURCE(S)
1	Hardwood floor upgrade		\$ 8,322.50	Approved	AB Allan Brown
2	Electrical fixtures upgrade		\$ 2,261.25	Approved	CH Chad Hill
3	Landscape upgrades		\$ 1,500.00	Approved	AB Allan Brown
4	Master Closet Drawer Set	Add 3 sets of drawers to master clo...	\$ 7,230.00	Approved	AM Aaron McDuffie
5	Trim and Casings Upgrades	Crown to be same style and location...	\$ 3,375.00	Pending	TD Tyler Daniel
6	Plumbing Fixtures upgrade	Upgrade to plumbing fixtures in mas...	\$ 911.25	Approved	RB Ross Bradley
7	Mudroom Storage	The coat closet off garage will be us...	\$ 668.25	Pending	SC Sergio Chala
8	Appliances Upgrade		\$ 850.50	Pending	
9	Office millwork		- \$ 5,850.00	Approved	CP Claire Parker
10	Window position change		\$ 7,250.00	Draft	TO Troy O'Brien

Change Orders List View

You can view your change orders in an easy-to-read list view. The list is sorted by number by default, and can be sorted by any other value by clicking in a column header. Right-click column headers to choose which ones to show and in which order.

Toggle between List, Group-by, Board, and Card Views

Change Orders

Search Change Orders...

+ Add New Change Order

Filters

			#	NAME	DESCRIPTION	CLIENT PRICE	APPROVAL STATUS	ASSIGNED RESOURCE(S)	TRADE
<input type="checkbox"/>			1	Hardwood floor upgrade		\$ 8,322.50	Approved	AB Allan Brown	Architectural
<input type="checkbox"/>			2	Electrical fixtures upgrade		\$ 2,261.25	Approved	CH Chad Hill	Electrical
<input type="checkbox"/>			3	Landscape upgrades		\$ 1,500.00	Approved	AB Allan Brown	
<input type="checkbox"/>			4	Master Closet Drawer Set	Add 3 sets of drawers to master clo...	\$ 7,230.00	Approved	AM Aaron McDuffie	Plumbing
<input type="checkbox"/>			5	Trim and Casings Upgrades	Crown to be same style and location...	\$ 3,375.00	Pending	TD Tyler Daniel	Framing
<input type="checkbox"/>			6	Plumbing Fixtures upgrade	Upgrade to plumbing fixtures in mas...	\$ 911.25	Approved	RB Ross Bradley	Concrete
<input type="checkbox"/>			7	Mudroom Storage	The coat closet off garage will be us...	\$ 668.25	Pending	SC Sergio Chala	
<input type="checkbox"/>			8	Appliances Upgrade		\$ 850.50	Pending		
<input type="checkbox"/>			9	Office millwork		- \$ 5,850.00	Approved	CP Claire Parker	Electrical
<input type="checkbox"/>			10	Window position change		\$ 7,250.00	Draft	Troy O'Brien	HVAC
<input type="checkbox"/>			11	Master bath lighting changes		\$ 950.50	Rejected	MB Marty Brown	Siding / Exteriors
<input type="checkbox"/>			12	First floor lighting (x40)		\$ 1,520.75	Approved	AB Allan Brown	Architectural
<input type="checkbox"/>			13	Add posts to front porch of home	Adding posts to the front of the h...	\$ 2,750.00	Draft		Drywall

Right-click on column headers to view more options

Change Orders 'Group-by' View

The powerful Group-by view allows you to group change orders by any column value. Simply click and drag a column header into the grouping zone to do so. Multiple values can be added to the grouping to create sub-groups as well.

Click and drag column headers here to group change orders

Change Orders (10)

Search Change Orders...

Grouped by: Approval Status

Clear

Filters

▼ Approved (3 of 10) (30.00%)

#	NAME	DESCRIPTION	CLIENT PRICE	APPROVAL STATUS	ASSIGNED RESOURCE(S)	TRADE
6	Plumbing Fixtures upgrade	Upgrade to plumbing fixtures in mas...	\$ 911.25	Approved	Ross Bradley	Plumbing
9	Office millwork		\$ 1,850.00	Approved	Claire Parker	
12	First floor lighting x40		\$ 1,520.75	Approved	Allan Brown	
Totals			\$ 4,282.00			

▼ Pending (3 of 10) (30.00%)

#	NAME	DESCRIPTION	CLIENT PRICE	APPROVAL STATUS	ASSIGNED RESOURCE(S)	TRADE
5	Trim and Casings Upgrades	Crown to be same style and location...	\$ 3,375.00	Pending	Tyler Daniel	Framing
7	Mudroom Storage	The coat closet off garage will be us...	\$ 668.25	Pending	Sergio Chala	
8	Appliances upgrade		\$ 850.50	Pending	Sergio Chala	
Totals			\$ 4,893.75			

▼ Rejected (1 of 10) (10.00%)

#	NAME	DESCRIPTION	CLIENT PRICE	APPROVAL STATUS	ASSIGNED RESOURCE(S)	TRADE
11	Master bath lighting changes		\$ 950.50	Rejected	Tyler Daniel	Electrical
Totals			\$ 950.50			

Easily reference total values for each group

Change Orders Board View

The board view shows your change orders in columns, organized by a value you choose. You can choose what info is included in each card in the settings menu. Change orders can also be dragged from one column to another to update their values.

Choose which value to organize the board view by here

Quickly see the values for each column here

See client prices, assigned resources, line items and more

Change Orders (25 Entries)

Search Change Orders...


Hide 5 Empty Columns | Organize Columns by Change Order Reason (9)

Filters

- None (2)
- Add Materials (4)
- Client Request (2)
- MEP Changes (1)

3 - Additional Windows -

Client requested 3 additional windows for the eastern side of the main living area. Materials need to be ordered by next...



Client Price: **\$1,199.00**

CH 06/05/2026

Windows 1

4 - Countertop Upgrade


Client Price: **\$2,950.00**

Line Items (2)

Materials	\$2,200.00
Labor	\$750.00

Add Line Item

6 - Additional Stone



Client Price: **\$699.00**

DB 07/04/2026

8 - More tile for bathrooms

06/07/2026

8 - Hardwood for entryway

Amber Oak	Bronze Oak	Buff Oak	Carshire Oak
Cream Oak	Fawn Oak	Hazel Oak	Heritage Oak

Client Price: **\$699.00**

DB 07/22/2026

5 - Kitchen Layout Changes

Client Price: **\$1,500.00**

06/07/2026

7 - Flooring Upgrade

Client Price: **\$12,320.00**

DB 06/07/2026

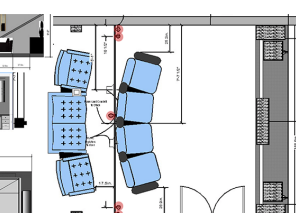
Line Items (4)

Demolition	\$1,500.00
Subfloor prep	\$1,850.00
Materials	\$5,500.00
Labor	\$3,500.00

Add Line Item

Add Change Order


2 - Relocate electrical outlets and light switches in theater room



Client Price: **\$2,500.00**

TD 05/22/2026

Upgraded HVAC



Client Price: **\$9,699.00**

07/04/2026

Add Change Order

Change Orders Card View

View your change orders in easy-to-scan cards. See approval statuses, assigned resources, due dates, client prices and much more.

The screenshot displays a 'Change Orders' dashboard with 25 entries. The interface includes a search bar, a '+ Add New Change Order' button, and a 'Filters' dropdown. The main area contains 12 cards, each representing a change order. Each card shows a title, client price, approval due date, and assigned resource. Callouts highlight specific features: one points to the status icons (Delivered, Signed, Invoiced) on card 2, and another points to the thumbs up/down icons on card 5.

Card #	Title	Status	Client Price	Approval Due	Assigned To
1	Hardwood floor upgrade	Ordered	\$ 8,322.50	08/31/2026	AB Allan Brown
2	Electrical fixtures upgrade	Delivered, Signed, Invoiced	\$ 2,261.25	09/05/2026	CH Chad Hill
3	Landscape upgrade	Signed	\$ 1,500.00	09/07/2026	AB Allan Brown
4	Master Closet Drawer Set		\$ 7,230.00	09/09/2026	AM Aaron McDuffie
5	Trim and Casings Upgrades		\$ 3,375.00	09/12/2026	TD Tyler Daniel
6	Plumbing Fixtures upgrade	Ordered	\$ 911.15	09/15/2026	RB Ross Bradley
7	Mudroom Storage		\$ 668.75	09/18/2026	SC Sergio Chala
8	Appliances Upgrade		\$ 850.50	10/05/2026	
9	Office millwork		\$ 5,850.00	10/12/2026	CP Claire Parker
10	Window Position Change		\$ 7,250.00		Troy O'Brien
11	Master bath lighting changes		\$ 950.50	10/18/2026	MB Marty Brown
12	First floor lighting (x40)		\$ 5,850.00	10/12/2026	AB Allan Brown

See which change orders have been signed, invoiced, paid and more

Easily approve or reject change orders on behalf of clients

ClientLink Portals

Clients can view and approve change orders in the ClientLink portal, reducing delays and ensuring your projects proceed smoothly. Details for each change order are visible, along with a high-level summary showing added costs and workdays.

Clients can easily see which change orders are pending, overdue & approved

The screenshot displays the ClientLink portal interface for a project named 'Conroy Residence'. The top navigation bar includes 'Help', a user profile, a notification bell, and a 'Show Project Menu' button. The main content area is titled 'Change Orders (10 Entries)' and features a search bar and filter tabs for 'All Change Orders (10)', 'Pending (4)', 'Overdue (1)', and 'Approved (6)'. Below the filters, there is a grid of 10 change order cards, each with a status icon (thumbs up for approved, thumbs down for pending, clock for overdue, etc.), a title, client price, approval due date, and assigned user. A 'Change Order Summary' section at the bottom provides a detailed breakdown of contract price adjustments and pending/rejected orders.

Contract Price Adjustment		Pending & Rejected Change Orders	
Initial Contract Price	\$450,000.00		
Accepted Change Orders		Pending Change Orders	
1 - Hardwood floor upgrade	\$8,322.50	5 - Trim and Casings Upgrades	\$3,375.00
2 - Electrical fixtures upgrade	\$2,261.25	7 - Mudroom Storage	\$668.75
3 - Landscape upgrade	\$1,500.00	8 - Appliances Upgrade	\$850.50
4 - Master Closet Drawer Set	\$7,230.00	Total Pending Change Orders:	\$4,894.25
6 - Plumbing Fixtures upgrade	\$991.15	Rejected Change Orders	
9 - Office millwork	\$5,850.00	8 - Tankless Water Heater	\$3,000.00
Total Accepted Change Orders:	\$26,154.90	Total Rejected Change Orders:	\$3,000.00
Adjusted Contract Price:	\$476,154.90	Total Pending & Rejected Change Orders:	\$7,894.25

The change order summary provides an easy reference of additional costs & time

Change Order Proposals & Contracts

Ensure clients are aware of any additional costs and delays by creating professional proposals and contracts directly from you change orders.

Create Change Order Contract

Details
Default Text
Header & Footer

PROJECT

SELECT CHANGE ORDER

DESCRIPTION

ADDED DAYS

DATE OF SUBSTANTIAL COMMENCEMENT


DISPLAY COLUMNS

- Unit Cost
- Quantity
- Markup
- Unit

REPORT OPTIONS

- Show Change Order Number
- Show Cost Codes
- Show Tax Breakdown

Eagle Rock Contractors
 512 Highway 82 South
 Los Angeles, CA 90017
 800-700-8321



Change Order Contract

7 - Master Closet Drawer Set

CREATED	APPROVAL DUE
07/07/2026	07/21/2026

BETWEEN THE OWNER:
 Jane Serraneaux
 3101 Cliff Road
 Sacramento, CA 95820

AND THE CONTRACTOR:
 Eagle Rock Contractors
 512 Highway 82 South
 Los Angeles, CA 90017

FOR THE PROJECT:
 Serraneaux Residence
 3101 Cliff Road
 Sacramento, CA 95820

FOR THE CHANGE ORDER:
Master Closet Drawer Set
 Add 3 sets of drawers to master closet as discussed on site with owner. Includes one (1) 30" stack and two (2) 24" drawer stacks. Slab front, soft close, side mounted runners, white drawer box, 50" tall and 19" deep with wood tops. Price includes paint, install and delivery.

The Owner authorizes the Contractor to make the following changes to the above project:

ITEM/SERVICE	QTY	UNIT	UNIT COST	TOTAL
Master Closet Drawer Set	1	Each	\$ 3,800.00	\$ 3,800.00
Additional Labor	1	Each	\$ 1,500.00	\$ 1,500.00
Total:			\$ 5,300.00	

The following is based on information provided by the Contractor.

Contract Sum

Original Contract Amount	\$ 750,000.00
Revised Contract Amount Prior to this Change Order	\$ 762,051.00
Price for this Change Order	\$ 5,300.00
New Contract Total including this Change Order	\$ 767,351.00

Contract Time

Change in Contract Time for this Change Order	4 workdays
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Eagle Rock Contractors

Printed on 07/07/2026

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Additional Change Order Settings

Get maximum control and documentation for your change orders by defining default markup values, setting up automated reminders, and recording when materials were ordered and delivered.

Set default markup values and change order processing fees

Record if and when change order materials were ordered and delivered

Order / Delivery Dates

Items and/or materials for the change order have been **ordered**.

DATE ORDERED: 06/08/2026 DATE EXPECTED: 06/21/2026

Items and/or materials for the change order have been **delivered**.

DATE DELIVERED: 06/18/2026

Order / Delivery Status

ORDER / DELIVERY STATUS: Items Missing

Change Order Markup Settings

Apply a universal markup percentage
Choose this option to apply the same markup percentage to all line items, regardless of their classifications.

PERCENT MARKUP: 10

Apply classification-based markup percentages
Choose this option to apply different markup percentages to line items based on their classifications.

PERCENT MATERIAL MARKUP: 10 PERCENT LABOR MARKUP: 10 PERCENT SUBCONTRACTOR MARKUP: 10

PERCENT EQUIPMENT MARKUP: 10 PERCENT OTHER MARKUP: 10

Include a per-change order fee
This will apply an additional fee per change order. This amount will appear as an additional line item for each change order.

CHANGE ORDER FEE: \$ 150.00 TITLE: Change Order Processing Fee

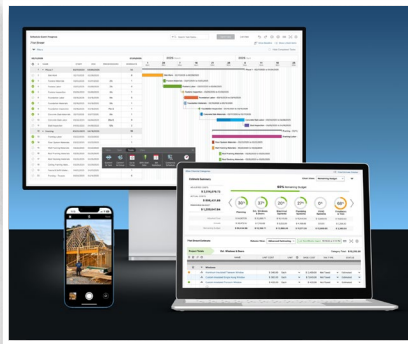
Create and manage automated email reminders

Manage Automated Email Reminders Manage Internal and CC: / BCC: Recipients

STATUS	EMAIL TEMPLATE	SEND TYPE
<input checked="" type="checkbox"/>	Change Order Due Date Upcoming	Once

Send 2 Days prior to Change Order due date

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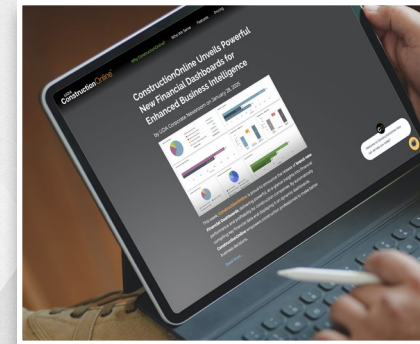
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