**VENDOR CHANGE ORDER REQUEST**

**PROJECT NAME:** [ENTER PROJECT NAME]

**CONTRACT NUMBER:** [REQUEST NUMBER.]

**PURCHASE/DELIVERY ORDER NUMBER:** [REQUEST NUMBER.]

**REQUEST NUMBER:** [REQUEST NUMBER.]

It is requested that Orange County make arrangements for the addition of the following item(s)/Service(s) which are requested to be included in the work to be done by the Contractor pursuant to the requirements set forth in Contract.

**INCREASE, DECREASE OR DELETE COMMODITY LINE:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Inc./Dec./Delete | Change Amount |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**ADD COMMODITY LINE:**

|  |  |  |
| --- | --- | --- |
|  | Description | Increase Amount |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**REQUEST MADE BY:**

[Company Name]

[Contractor Representative Name and Title]

[Date]