

Business Contracts



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<<Company>>

Project Additional Expense Form

<<Company>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<PostalCode>>
Phone: <<WorkPhone>> - Fax: <<Fax>>

Customer:
<<CustCompany>>
<<CustAddress1>> <<CustAddress2>>
<<CustCity>>, <<CustState>> <<CustPostalCode>>
Phone: <<CustWorkPhone>> - Fax: <<CustFax>>

DATE: <<CurrentDate>>
Order # <<Reference>>

For:
<< General Description of Project
Scope >>

Pursuant to << Insert related clause in your original contract >> of our services contract – the following is an accounting of the additional hours and costs that were outside of the original scope of work (“Specifications”) or that represent change requests to the

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