Tanvelo

Commercial Cleaning Change Order

Record the customer's approval before assigning the extra work.

Change order number

Request date

Customer / site

Original work order or contract number

Original agreed scope

Requested change (task, area, and frequency)

Schedule impact / new date or arrival window

Currency

Price change before tax

Total price change (including tax)

Customer decision

- [ ] Pending
- [ ] Approved
- [ ] Declined

Authorized customer contact

Decision date

Signature or written approval reference

Office handoff / next step