# Change Order Authorization Form

DECKER ELECTRIC
4500 West Harry
Wichita, Kansas 67209
316-265-8182

| | | | | |
|---|---|---|---|---|
| BILL TO | | | | JOB NUMBER |
| JOB NAME OR LOCATION | | | | CUSTOMER P.O. NO. |
| PHONE | ORDERED BY | DATE ORDERED | DATE PROMISED | REFER TO |

WORK INSTRUCTIONS

| QUANTITY | DESCRIPTION OF ITEMS | COST | | | SELL | |
|---|---|---|---|---|---|---|
| | | Price | Per | Amount | | |
| | | | | | | |
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| | | | | | | |
| | | TOTAL MATERIAL | | | | |

WEEK ENDING ______________________

| | | M | T | W | T | F | S | S | LABOR COST Hours | Rate | Amount | AMOUNT | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | S.T. | | | | | | | | | | | | |
| | O.T. | | | | | | | | | | | | |
| | D.T. | | | | | | | | | | | | |
| TRAVEL TIME AND MILEAGE | | | | | | | | | | | | | |
| | S.T. | | | | | | | | | | | | |
| | O.T. | | | | | | | | | | | | |
| | D.T. | | | | | | | | | | | | |
| TRAVEL TIME AND MILEAGE | | | | | | | | | | | | | |
| | S.T. | | | | | | | | | | | | |
| | O.T. | | | | | | | | | | | | |
| | D.T. | | | | | | | | | | | | |
| TRAVEL TIME AND MILEAGE | | | | | | | | | | | | | |
| | | | | | | | | | TOTAL LABOR | | | | |

BY ______________________

**COMPLETE** ☐ **NOT COMPLETE** ☐

| | | | |
|---|---|---|---|
| MATERIAL | | | |
| LABOR | | | |
| SALES TAX | | | |
| TOTAL | | | |

AUTHORIZED SIGNATURE DATE