

# PRIORITY BUILDING SERVICES, LLC

# CHANGE ORDER

EFFECTIVE DATE

## CUSTOMER INFORMATION

ACCOUNT NAME

ACCOUNT #

CONTACT NAME

PHONE #

ON-SITE CONTACT (IF DIFFERENT)

FAX #

## BILLING ADDRESS

## SERVICE ADDRESS CHANGE IS EFFECTIVE FOR

## DESCRIPTION OF CHANGE/NOTES

## ADDITIONAL SERVICES INCLUDED

## BILLING RATE INFORMATION

Price / SQFT (IF APPLICABLE)

\$ \_\_\_\_\_  
OLD RATE

\$ \_\_\_\_\_  
NEW RATE

\$ \_\_\_\_\_ ( + / - )  
DIFFERENCE

## BUDGET INFORMATION

## PRORATION INFORMATION

JANITORIAL

SUN	MON	TUE	WED	THU	FRI	SAT

DAY PORTER

SUN	MON	TUE	WED	THU	FRI	SAT

MONTH: \_\_\_\_\_

PRICE: \_\_\_\_\_

INVOICE: \_\_\_\_\_

COMPLETED BY

APPROVED BY

DATE