

Change order dispute checklist

General information to help you organise your paperwork. Not legal advice.

Locate the exact disagreement

Work through one change ID at a time. A disagreement may concern scope, authority, valuation, quantity, timing or payment allocation. Separating these questions makes a factual response possible without deciding legal entitlement automatically.

Project contract change ID and revision: _____

Dispute received date and original record: _____

Requested approved and disputed amounts: _____

Reviewer and next internal target: _____

- ☐ Identify the original contract scope and governing document version.
- ☐ Record the proposed change and any omission or substitution.
- ☐ Identify the instruction giver and evidence of authority.
- ☐ Keep requests, approvals, objections and verbal confirmations in sequence.
- ☐ Separate price approval from approval of work method or access.
- ☐ Record completed quantity, invoice and payment status independently.

Reconcile evidence before escalation

- ☐ Recalculate quantity times rate, overhead base, markup base and tax.
- ☐ Check duplicate tickets, superseded estimates and labour included in subcontract charges.
- ☐ Keep negative adjustments linked to the original item.
- ☐ Compare schedule impact to activity dependencies and concurrent events.
- ☐ Request specific missing documents and identify contrary evidence.
- ☐ Check notice, invoice and dispute clauses with a qualified reviewer.
- ☐ Preserve all originals and the exact version sent to the other party.

Finding	Next operational action
Quantity difference	Compare daily records and agree or list disputed measurements.
Authority unclear	Request written confirmation of role and instruction.
Pricing basis disputed	Exchange a line-by-line reconciliation and assumptions.
Procedural deadline uncertain	Obtain prompt jurisdiction-specific review; do not invent a date.

Agreed facts and remaining issues: _____

Proposed meeting or reconciliation: _____

Adviser questions and source references: _____

Owner and next action: _____

No conclusion about payment follows solely from an unsigned form, a completed task or an unanswered email.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.