KIT 04 · CHANGE ORDER

Change Order

Stop doing extra work for free.

10-MINUTE SETUP EXCEL OR GOOGLE SHEETS UPDATED OCT 2026

01 WHAT THIS KIT PROTECTS

The most expensive words on a job site are 'we will sort it out later'. This log prices the change before the work starts, tracks how long it has been sitting, and moves approved value into the next pay app.

02 WHAT THE AUTOMATION WATCHES

- COs open more than 14 days
- Approved value not yet billed
- Rejected COs that are still being built

03 YOUR FILES

Workbook	Playbook	Setup guide
Change orders · Summary	This document — setup, ladder, emails	Deadline-365-Document-Pack.pdf

04 SET UP IN 10 MINUTES

1. Log the CO the day you price it.
2. Send it with a one-page backup: scope, price, schedule impact.
3. Set Status to Submitted and watch Days open.
4. At day 14, escalate to the owner with the three-sentence email.
5. When approved, mark In next pay app? Yes and bill it that cycle.

05 WHAT CHANGES

DAY ONE

No extra work without a priced change order.

WEEK ONE

Silent COs surface at day 14, not at closeout.

MONTH ONE

Approved value lands in the next pay app.

QUARTER ONE

Margin stops leaking through the back door.

Included with every Deadline 365 account. Nine workbooks, eight playbooks and the verified 57-jurisdiction rule set. Free accounts run every check in the app and see every result; email sending and extra recipients are Radar and All 8 features.

06 THE RHYTHM

WHEN	WHAT YOU DO	WHAT THE AUTOMATION DOES
Day 0	Price and send	Starts the days-open clock
Day 7	Confirm receipt	Nudges the reviewer
Day 14	Owner escalation	Flags the CO in the weekly report
Approval	Bill it	Moves the value into the next pay app

07 THE LADDER

TRIGGER	ACTION	WHO
Day 0	Send the CO with scope and price	You
Day 7	Confirm it is in the review queue	You
Day 14	Owner-to-owner call; ask for a decision date	You
Day 21	Written notice that work will stop unless authorized	You
Day 30	Do not proceed without written authorization	You + counsel

08 THE EMAILS

CO {number} — decision needed

Hi {name}, CO {number} for {amount} was sent {date}. The work is ready to schedule. Can you confirm approval by {date}, or tell me what is missing so I can fix it?

Work not authorized — {project}

Hi {name}, we cannot proceed with the extra scope on {project} without a signed CO. The price is {amount} and the schedule impact is {days} days. I am holding the crew until we have authorization.

09 GUARDRAILS

- No written authorization, no work. A verbal yes is not a change order.
- Price the schedule impact, not just the labour and material.
- An approved CO that never gets billed is the same loss as a rejected one.

Your next step. Open Deadline-365-Document-Pack.pdf, connect this workbook on the Connect page, and turn on the Change Order check. Stuck? support@thermoneural.com answers in one business day.