



**K.G. STEVENS**

TRANSFORMING THE COMMON PLACE

## CHANGE ORDER FORM

16605 West Victor Road  
New Berlin, WI 53151  
Tel: 262-432-1060 Fax: 262-432-1063

**NOTE: Please fill out this form completely. To ensure a change to an existing order, this form must be submitted with a signature and dated.**

Today's Date: \_\_\_\_\_

Existing P.O. #: \_\_\_\_\_

New P.O. #: \_\_\_\_\_

Job Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Combination Lock: \_\_\_\_\_

### REQUESTED CHANGE INFORMATION:

New Color: \_\_\_\_\_

New Edge: \_\_\_\_\_

New Backsplash: \_\_\_\_\_

New Sink information: \_\_\_\_\_

New Faucet information: \_\_\_\_\_

New Range information: \_\_\_\_\_

**I understand by filling out this form, I approve KG STEVENS to change the existing order to reflect the above updates. If there is another revision to this order, a new Change Order form must be filled out.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sales Associate: \_\_\_\_\_ Date: \_\_\_\_\_