

Change Request Breakdown Sheet

**Labor:**

Craft	# of Hours		Rate Per Hour	Total
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
			Direct Labor	_____
			Labor Tax & Ins. (____%)	_____

**Material:**

Description	Quantity		Rate Per Unit	Total
_____	_____	@	_____	_____
_____	_____	@	_____	_____
_____	_____	@	_____	_____
_____	_____	@	_____	_____
_____	_____	@	_____	_____
			Direct Materials	_____
			Materials Tax & Ins. (____%)	_____

**Equipment:**

Description	# of Hours		Rate Per Hour	Total
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
_____	_____	Hrs. @	_____	_____
			Direct Equipment	_____
			Equipment Tax & Ins. (____%)	_____

Prepared By:

\_\_\_\_\_

Company:

\_\_\_\_\_

Date:

\_\_\_\_\_

Total Labor	_____
Total Material	_____
Total Equipment	_____
Sub Total	_____
____% OH	_____
____% Profit	_____
<b>TOTAL REQUEST:</b>	_____