

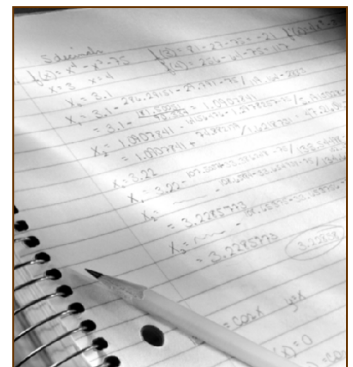


## Fear Change (Orders)?

***Don't Do Anything Until You've Got it in Writing!***

Working for free is no fun. It can make even the nicest, most cheerful person angry and resentful. This is why you should *never, ever* do verbally requested extra work, altered work or even eliminate any work without getting a **signed contract**, or a **Change Order**. Every change that a client asks you to do is, by definition, a change to your contract, period.

Did they tell you how much more they'd pay? Did they specify how many more hours they expect you to be on the job? **Get it in writing.** A Change Order gives the client a clear perspective on what needs to be done, and gives you the **essential documentation and proper billing backup** you need.



If you wanted to work for free, you would have stayed home and worked on your honey's to-do-list.

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