Change Request Form Template

A lightweight change request form to stop scope creep politely—captures impact, options, timeline shifts, and approval in one place.

Primary keyword: change request form template

Includes: Doc template + quick copy/paste version

Sections: impact, options A/B, approvals

Download Doc Template   **Quick Copy/Paste Version**

What you'll get

- One-page change request form you can send as a link or PDF
- Two options (A/B) structure to keep decisions clean
- Impact fields for time, cost, and timeline (no drama)
- Approval block with signature/date for a clear paper trail
- Ready-to-send email snippet (low friction)

Use this when a request changes:

scope • timeline • budget • assumptions • approval steps

Tip: send the quick version first, then attach the full form if they agree to review options.

Corcava

Quick version (copy/paste)

Paste this into an email or message. Keep it short, then attach the full form if needed.

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CHANGE REQUEST

Client:
Project:
Requested change (1-2 sentences):

Why this change is needed:

Impact
- Timeline impact:
- Cost / retainer impact:
- Scope impact (what changes / what gets removed):

Options
Option A (recommended):
- What you get:
- Timeline:
- Cost:

Option B:
- What you get:
- Timeline:
- Cost:

Decision needed by:
Approver name + title:
Approval (reply "Approved A" or "Approved B"):
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Pro move

Always include one recommended option. People choose faster when you frame the decision.

Full change request form (template)

Use as a one-page PDF or turn it into a doc form.

Client / Project

Client name: _____ Project: _____ Date: _____

Requested change (summary)

_____

Reason / context

_____

Impact (fill all three)

Timeline impact	Cost impact	Scope impact
_____	_____	_____
_____	_____	_____
_____	_____	_____

Options (A / B) + Approval

Option A (recommended)

What you get:
_____

Timeline:
_____

Cost:

Option B

What you get:
_____

Timeline:
_____

Cost:

Decision needed by: _____ Approver: _____ Title: _____

Approved option: A / B   Signature: _____ Date: _____

Email snippet (send without friction)

Short, calm, and decision-focused. Customize the bracketed parts.

Subject: Change request for [Project] - decision needed

Hi [Name],

Thanks for the request to [summary]. This change affects scope/timeline, so I put together two options.

Option A (recommended): [1-line outcome + timeline + cost]
Option B: [1-line outcome + timeline + cost]

Could you reply with "Approved A" or "Approved B" by [date]? Once approved, we'll update the plan and continue.

Best,
[Your name]

How to present this (without negotiation spiraling)

- Name the tradeoff: "To add X, we'll need to adjust Y."
- Offer 2 options max (A/B). More options = more debate.
- Recommend one option and explain why in one sentence.
- Ask for a specific decision by a specific date.
- Once approved, reflect it in the SOW/plan immediately.

Related templates

Scope of Work (SOW) Template

Creative Brief Template

Retainer Tracker Template

Billable Utilization Calculator

Client Portal Requirements Checklist