

Change request form

This is a proposal until approved. Start the changed work only after written approval is recorded.

Client / project	Request ID	Requested by / date
Original scope / agreement version	Affected deliverable	

1. Request and reason

Requested change and why it is needed

What is added, removed or unchanged

2. Proposed impact

Additional / removed hours	Rate + currency	Fee change (+ / -)
Current approved fee + currency	Proposed revised fee	Tax / expenses treatment
Current target date	Proposed target date	Dependencies / assumptions

Alternative option or deferral, with cost and date impact

3. Decision

☐ Approve proposed change ☐ Approve alternative ☐ Reject ☐ Defer

Selected option, conditions and final agreed fee / date

Decision maker / role	Decision date
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Written approval reference (email, signed form or document)

Recorded by	Plan / budget updated by	Update date
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Keep the decision with the agreed scope. A task marked complete does not by itself show that a client approved this change.