

CHANGE REQUEST

{{CHANGE_REQUEST_NUMBER}} · {{PROJECT_NAME}}

Field	Value
Project	{{PROJECT_NAME}}
Client	{{CLIENT_NAME}}
Original scope reference	{{SOW_REFERENCE}}, dated {{SOW_DATE}}
Request date	{{REQUEST_DATE}}
Requested by	{{REQUESTED_BY}}
Prepared by	{{FREELANCER_NAME}}

Impact summary

Impact	Change
Additional effort	+12 hours
Additional cost	+\$900.00
Schedule impact	+4 working days
Current target date	20 October
Revised target date	24 October
Status	Awaiting approval

No work on this change begins until the decision below is signed. The figures above assume approval by {{DECISION_BY_DATE}}; after that date the schedule impact may increase.

What is being requested

{{CHANGE_DESCRIPTION}}

Why

{{CHANGE_REASON}}

Original requirement versus new requirement

Item	Originally agreed	Now requested
Product page templates	Three templates	Four templates
Revision rounds	Two per deliverable	Two per deliverable (unchanged)
{{ITEM_3}}	{{ORIGINAL_3}}	{{REQUESTED_3}}

Deliverables affected

- {{AFFECTED_DELIVERABLE_1}}
- {{AFFECTED_DELIVERABLE_2}}

Additional effort and cost

Activity	Hours	Rate	Cost
Design of the additional template	6.0	\$75.00	\$450.00
Build and responsive testing	4.5	\$75.00	\$337.50
Revision round and review	1.5	\$75.00	\$112.50
Total additional cost	12.0		\$900.00

Timeline impact

Field	Value
Working days added	4
Milestones affected	{{AFFECTED_MILESTONES}}
Current target date	{{CURRENT_TARGET_DATE}}
Revised target date	{{REVISED_TARGET_DATE}}

The schedule impact is longer than the hours alone because the additional work has to fit around commitments already scheduled. Twelve hours of work is not twelve hours of calendar.

Dependencies and risks

- Content for the additional template is supplied by {{CONTENT_DATE}}.
- {{DEPENDENCY_2}}
- Risk: {{RISK_1}}

Decision

Please mark one option, sign and return.

- ☐ Approved — proceed as described above
- ☐ Approved with changes — see notes below
- ☐ Declined — the project continues as originally scoped
- ☐ Deferred — revisit on{{DEFER_DATE}}

Notes: {{DECISION_NOTES}}

Approval

Approved for {{CLIENT_NAME}}

For {{FREELANCER_BUSINESS}}

Signature

Signature

Name

Name

Date

Date

Once signed, attach this to the scope of work. The revised dates and total replace the ones in the original document.