Change request

[Project name]

Reference [Original SOW reference and version]; [Change request number]

Parties [Service provider] and [Client]

Request [Requested by, role and date]

Requested change

[Specific addition, removal, replacement or scope exchange; affected deliverable references and revised acceptance criteria.]

Reason [Why the change is needed; how it differs from the existing agreement.]

Effect on hours fees and dates

Measure	Original	Change	Revised
Hours / allowance	[Original]	[+ / - / 0]	[Revised]
Fee / cap	[Original]	[+ / - / 0]	[Revised]
Completion	[Original date]	[Date effect]	[New date]

Timing and inputs [Dependencies, client inputs and review dates affected by this change.]

Fee basis [Fixed addition / credit, hourly rate and cap, scope exchange, or no fee change. Currency, tax, expenses and payment effect.]

Scope and terms [Continuing terms, exclusions and any revised assumptions. Reference the original agreement for unchanged terms.]

Decision and authority

Decision [Pending / Approved / Declined / Deferred]; [Effective date if approved]

Approvers [Service provider name / role] and [Client name / role]

Acceptance record [Both signatures and dates, or written acceptance references and dates. Record any conditions.]

A request alone does not authorise changed work. Record agreement before it starts. This is a starting point, not legal advice. Have your contract terms reviewed for your jurisdiction.