

# Change Order

PROJECT: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_

Change Order Category:

Copy

User Interface

Deliverables

Resources

Scope

Quality

\_\_\_\_\_

\_\_\_\_\_

Other

Requested Changes:

Reason for Changes:

----- For Project Managers Use Only -----

Estimated Costs:

Estimated Resources:

Estimated Schedule Changes:

Other Estimated Impacts:

Response:

Approve

Reject

Defer

Justification for Response:

Upon approval by both entities this change order will become part of the original project scope agreement.

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**Project Manager Name**

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**Client Name**

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**Project Manager Signature**

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**Client Signature**

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**Date**

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**Date**