

February 10, 2010

Mr. Client
Client Business Address
1123 Main Street
Augusta, GA 30901

Dear Greg:

Re: Change Order #1, CMAnet.com Project

This change order outlines changes to the project and it's financial and schedule impact on the project.

Project Scope Additions		Schedule Impact	Cost Impact
CMA-1-A1	Rotating Photos Gallery on Home Page, up to 10 photos	None	+\$400
Project Scope Deletions			
CMA-1-D1	Credit for 'Form Page' not being developed, but code provided to connect to Computer Masters sales tracker	None	-\$175
Total		None	+\$225

Additional tasks on this change order can be completed within the current project schedule if photographs are submitted electronically no later than February 19, 2010. The cost of this change order will be included in the final project balance.

Sincerely,

Tami Burke
President

Change Order **Agreed** to by:

BY: _____ Date: _____
Name, Title

Change Order **Declined**:

BY: _____ Date: _____
Name, Title

