# Additional Charge Form

**Project:  
Date:**

**Client Name:  
Client Email:  
Client Phone:**

**[company]**

**This item is (an):**

1. Client-requested change/addition
2. Additional item request
3. Outside the original budget/scope
4. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of changes and/or additions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Services** | **Impact on Project Timeline** | **Estimated Hours** | **Cost** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  | Total | $ |

I am in agreement with the additional charge, description, timeline, and details outlined above. Please sign the document below and email to [???@sebomarketing.com](mailto:???@sebomarketing.com).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Client Name (printed)