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| Project Change Request |

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| --- | --- |
| Company: | <CLIENTNAME> |
| Originator: | <ORIGINATORNAME> |
| Date: | <CRDATE> |
|  |  |

A change is being requested which affects the commercial scope of the services and content of the project.   
This document describes the request and scope, cost, and schedule impact on the project.

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| Section I. Change Summary |

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| --- | --- |
| **Title:** | <TITLE> |
| **Change Description:** | <DESCRIPTION> |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | <PROJECTNAME> | **Project #:** | <PROJECTNUMBER> |
| **Customer PO #:** | <PONUMBER> | **Change Request #** | <CRNUMBER> |
| **Cost Impact:** | <TOTALCOST> | **Terms:** | (See Original Quote) |

|  |  |  |
| --- | --- | --- |
| Item |  | Total Cost |
| <LINEITEM> |  | <LINEITEMCOST> |

|  |  |
| --- | --- |
| Schedule Impact: | <SCHEDUEIMPACT> |
| Hardware Impact: | <HARDWAREIMPACT> |
| Software Impact: | <SOFTWAREIMPACT> |

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| Section II. Authorization |

Cornerstone Controls, Inc. is to process this service change request as follows:

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| --- | --- | --- |
| Change Request Denied | | |
| Change Request Approved up to amount described above | |  |
| Change Request Approved up to the following specified amount: | <TOTALCOST> | |
|  | |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Authorized Customer |  | Date |  | CCI Manager |  | Date |