next8n

CHANGE ORDER TEMPLATE

Workflow Automation Delivery Framework

ENTERPRISE EDITION

Version: 2.0

Date: December 28, 2025

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7.2 Change Order Checklist

Quick Reference: Change Order Process

Document Version Control

Change Order Template

Workflow Automation Project Modifications

```
+========================================================================+
|                              CHANGE ORDER                              |
+========================================================================+
|  Change Order #: CO-[XXXX]                                             |
|  Date:           [DATE]                                                |
|  Status:         [ ] Draft  [ ] Pending  [ ] Approved  [ ] Rejected   |
+========================================================================+
```

Document Purpose

This Change Order Template provides a formal process for documenting, evaluating, and approving modifications to workflow automation projects. Use this template when:

- Client requests new features or workflows

- Existing scope needs modification

- Requirements have changed since project start

- Scope reductions are necessary

- Timeline or budget adjustments are required

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1. Change Order Document

Formal Change Order Form

```
+================================================================+
|                                                                |
|                    CHANGE ORDER REQUEST                        |
|                                                                |
+================================================================+
|                                                                |
|   CHANGE ORDER INFORMATION                                     |
|   -----------------------                                      |
|                                                                |
|   Change Order Number:     CO-[XXXX]                           |
|   Date Submitted:          [DATE]                              |
|   Date Approved/Rejected:  [DATE]                              |
|   Requested By:            [NAME]                              |
|   Priority Level:          [ ] Critical  [ ] High  [ ] Medium  [ ] Low     |
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   PROJECT REFERENCE                                            |
|   -----------------                                            |
|                                                                |
|   Project Name:          [PROJECT NAME]                        |
|   Original Agreement #:   [AGREEMENT-XXXX]                     |
|   Scope of Work Version:  [VERSION]                            |
|   Project Start Date:     [DATE]                               |
|   Original Completion:    [DATE]                               |
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   CLIENT INFORMATION                                           |
|   ------------------                                           |
|                                                                |
|   Company Name:          [CLIENT COMPANY]                      |
|   Primary Contact:       [CONTACT NAME]                        |
|   Email:                 [EMAIL]                               |
|   Phone:                 [PHONE]                               |
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   PROVIDER INFORMATION                                         |
|   --------------------                                         |
|                                                                |
|   Company Name:          [YOUR COMPANY]                        |
|   Project Manager:       [YOUR NAME]                           |
|   Email:                 [EMAIL]                               |
|   Phone:                 [PHONE]                               |
|                                                                |
+================================================================+
```

2. Change Order Types

2.1 Type A: Scope Addition

```
+==========================================================================+
|                           SCOPE ADDITION                                 |
|                         TYPE A CHANGE ORDER                              |
+==========================================================================+
|                                                                          |
|  CHANGE TYPE: [ X ] Addition                                             |
|              [   ] Modification                                          |
|              [   ] Removal                                               |
|                                                                          |
+--------------------------------------------------------------------------+
|                                                                          |
|  DESCRIPTION OF ADDITION                                                 |
|  ----------------------                                                  |
|                                                                          |
|  New Feature/Workflow:                                                   |
|  [Detailed description of the new functionality being requested]         |
|                                                                          |
|  Business Justification:                                                 |
|  [Why this addition is needed]                                           |
|                                                                          |
|  Expected Outcomes:                                                      |
|  [What the addition will accomplish]                                     |
|                                                                          |
+--------------------------------------------------------------------------+
|                                                                          |
|  ADDITION DETAILS                                                        |
|  ---------------                                                         |
|                                                                          |
|  New Deliverables:                                                       |
|  - [ ] [New Deliverable 1]                                               |
|  - [ ] [New Deliverable 2]                                               |
|  - [ ] [New Deliverable 3]                                               |
|                                                                          |
|  New Integrations Required:                                              |
|  - [ ] [Integration 1]                                                   |
|  - [ ] [Integration 2]                                                   |
|                                                                          |
|  Additional Resources Needed:                                            |
|  - [ ] [Resource 1]                                                      |
|  - [ ] [Resource 2]                                                      |
|                                                                          |
+==========================================================================+
```

2.2 Type B: Scope Modification

```
+=================================================================+
|                     SCOPE MODIFICATION                          |
|                     TYPE B CHANGE ORDER                         |
+=================================================================+
|                                                                 |
|  CHANGE TYPE: [   ] Addition                                    |
|              [ X ] Modification                                 |
|              [   ] Removal                                      |
|                                                                 |
+-----------------------------------------------------------------+
|                                                                 |
|  DESCRIPTION OF MODIFICATION                                    |
|  --------------------------                                     |
|                                                                 |
|  Original Specification:                                        |
|  [What was originally agreed upon]                              |
|                                                                 |
|  Requested Modification:                                        |
|  [What the change should be]                                    |
|                                                                 |
|  Reason for Change:                                             |
|  [Why this modification is necessary]                           |
|                                                                 |
+-----------------------------------------------------------------+
|                                                                 |
|  AFFECTED DELIVERABLES                                          |
|  --------------------                                           |
|                                                                 |
|  | Deliverable        | Original Spec      | New Spec        |  |
|  |--------------------|--------------------|----------------|  |
|  | [Deliverable 1]    | [Original]         | [Modified]     |  |
|  | [Deliverable 2]    | [Original]         | [Modified]     |  |
|  | [Deliverable 3]    | [Original]         | [Modified]     |  |
|                                                                 |
+-----------------------------------------------------------------+
|                                                                 |
|  INTEGRATION CHANGES                                            |
|  ------------------                                             |
|                                                                 |
|  | Integration        | Change Type        | Details         |  |
|  |--------------------|--------------------|----------------|  |
|  | [Integration 1]    | [Add/Remove/Modify] | [Specifics]    |  |
|  | [Integration 2]    | [Add/Remove/Modify] | [Specifics]    |  |
|                                                                 |
+=================================================================+
```

2.3 Type C: Scope Removal

```
+==================================================================+
|                        SCOPE REMOVAL                             |
|                     TYPE C CHANGE ORDER                          |
+==================================================================+
|                                                                  |
|  CHANGE TYPE: [   ] Addition                                     |
|              [   ] Modification                                  |
|              [ X ] Removal                                       |
|                                                                  |
+------------------------------------------------------------------+
|                                                                  |
|  DESCRIPTION OF REMOVAL                                          |
|  ---------------------                                           |
|                                                                  |
|  Items to be Removed from Scope:                                 |
|  [Detailed description of what is being removed]                 |
|                                                                  |
|  Reason for Removal:                                             |
|  [Why these items are no longer needed]                          |
|                                                                  |
|  Impact on Project Objectives:                                   |
|  [How this affects overall project goals]                        |
|                                                                  |
+------------------------------------------------------------------+
|                                                                  |
|  REMOVED DELIVERABLES                                            |
|  -------------------                                             |
|                                                                  |
|  - [ ] [Deliverable 1] - [Brief description]                     |
|  - [ ] [Deliverable 2] - [Brief description]                     |
|  - [ ] [Deliverable 3] - [Brief description]                     |
|                                                                  |
+------------------------------------------------------------------+
|                                                                  |
|  CREDIT CALCULATION                                              |
|  -----------------                                               |
|                                                                  |
|  | Removed Item         | Original Value      | Credit Amount       |    |
|  |---------------------|---------------------|---------------------|    |
|  | [Item 1]            | $[X,XXX]            | $[X,XXX]            |    |
|  | [Item 2]            | $[X,XXX]            | $[X,XXX]            |    |
|  | [Item 3]            | $[X,XXX]            | $[X,XXX]            |    |
|  |---------------------|---------------------|---------------------|    |
|  | TOTAL CREDIT        |                     | $[X,XXX]            |    |
|                                                                  |
+==================================================================+
```

3. Impact Assessment

3.1 Scope Impact Assessment

```
+==============================================================================+
|                        SCOPE IMPACT ASSESSMENT                               |
+==============================================================================+
|                                                                              |
|  AFFECTED PROJECT AREAS                                                       |
|  ---------------------                                                        |
|                                                                              |
|  Original Scope Summary:                                                      |
|  [Brief overview of the original project scope]                              |
|                                                                              |
|  Workflows Affected:                                                          |
|  - [ ] [Workflow 1] - Impact: [High/Medium/Low]                             |
|  - [ ] [Workflow 2] - Impact: [High/Medium/Low]                             |
|  - [ ] [Workflow 3] - Impact: [High/Medium/Low]                             |
|                                                                              |
|  Integrations Affected:                                                       |
|  - [ ] [Integration 1] - Impact: [High/Medium/Low]                          |
|  - [ ] [Integration 2] - Impact: [High/Medium/Low]                          |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|  DEPENDENCY ANALYSIS                                                          |
|  ------------------                                                           |
|                                                                              |
|  Upstream Dependencies:                                                       |
|  [List of items that this change depends on]                                |
|                                                                              |
|  Downstream Dependencies:                                                     |
|  [List of items that depend on this change]                                 |
|                                                                              |
|  Risk Assessment:                                                             |
|  [Potential risks introduced by this change]                                |
|                                                                              |
+==============================================================================+
```

3.2 Timeline Impact Assessment

```
+==============================================================================+
|                        TIMELINE IMPACT ASSESSMENT                            |
+==============================================================================+
|                                                                              |
|   CURRENT TIMELINE                                                           |
|   ---------------                                                            |
|                                                                              |
|   Original Start Date:        [DATE]                                         |
|   Original Completion Date:   [DATE]                                         |
|   Original Duration:          [X] weeks/days                                 |
|   Current Progress:           [X]% complete                                  |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|   TIMELINE IMPACT                                                            |
|   ---------------                                                            |
|                                                                              |
|   Additional Time Required:  [X] days/weeks                                  |
|   New Completion Date:        [DATE]                                         |
|   New Total Duration:         [X] weeks/days                                 |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|   MILESTONE ADJUSTMENTS                                                      |
|   --------------------                                                       |
|                                                                              |
|   | Milestone              | Original Date   | New Date        | Change   |  |
|   |------------------------|-----------------|-----------------|----------|  |
|   | Development Complete   | [DATE]          | [DATE]          | +[X] days|  |
|   | Client Testing Begins  | [DATE]          | [DATE]          | +[X] days|  |
|   | Handover & Go-Live     | [DATE]          | [DATE]          | +[X] days|  |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|   SCHEDULE NOTES                                                             |
|   -------------                                                              |
|                                                                              |
|   [ ] Change can be accommodated within existing timeline                    |
|   [ ] Timeline extension required                                            |
|   [ ] Parallel work possible - minimal impact                               |
|   [ ] Sequential work required - significant impact                         |
|                                                                              |
|   Additional Notes:                                                          |
|   [Any special scheduling considerations]                                    |
|                                                                              |
+==============================================================================+
```

3.3 Cost/Investment Impact Assessment

```
+================================================================+
|              COST/INVESTMENT IMPACT ASSESSMENT                 |
+================================================================+
|                                                                |
|   ORIGINAL PROJECT INVESTMENT                                  |
|   --------------------------                                   |
|                                                                |
|   Original Project Total:          $[X,XXX.XX]                 |
|   Deposit Paid:                    $[X,XXX.XX]                 |
|   Remaining Balance:               $[X,XXX.XX]                 |
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   CHANGE ORDER COSTS                                           |
|   -----------------                                            |
|                                                                |
|   | Description                      | Hours  | Rate   | Amount ||
|   |----------------------------------|--------|--------|--------|
|   | [Work Item 1]                    | [X]    | $[XXX] |$[X,XXX] ||
|   | [Work Item 2]                    | [X]    | $[XXX] |$[X,XXX] ||
|   | [Work Item 3]                    | [X]    | $[XXX] |$[X,XXX] ||
|   | [Additional API/Integration costs] |  -   |   -    |$[XXX]   ||
|   |----------------------------------|--------|--------|--------|
|   | SUBTOTAL                         |        |        |$[X,XXX] ||
|   | Discount (if applicable)         |        |        |-$[XXX]  ||
|   |----------------------------------|--------|--------|--------|
|   | CHANGE ORDER TOTAL               |        |        |$[X,XXX] ||
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   REVISED PROJECT INVESTMENT                                   |
|   -------------------------                                    |
|                                                                |
|   Original Project Total:          $[X,XXX.XX]                 |
|   Change Order Amount:           +/-$[X,XXX.XX]                |
|   ---------------------------------------------                |
|   NEW PROJECT TOTAL:               $[X,XXX.XX]                 |
|                                                                |
|   Amount Already Paid:             $[X,XXX.XX]                 |
|   ---------------------------------------------                |
|   NEW BALANCE DUE:                 $[X,XXX.XX]                 |
|                                                                |
+----------------------------------------------------------------+
|                                                                |
|   PAYMENT TERMS FOR CHANGE ORDER                               |
|   -----------------------------                                |
|                                                                |
|   [ ] Payment due upon approval                                |
|   [ ] Payment due with project final invoice                  |
|   [ ] Payment due in [X] days from approval                   |
|   [ ] Custom terms: [Specify]                                  |
```

```
|                                                                        |
+========================================================================+
```
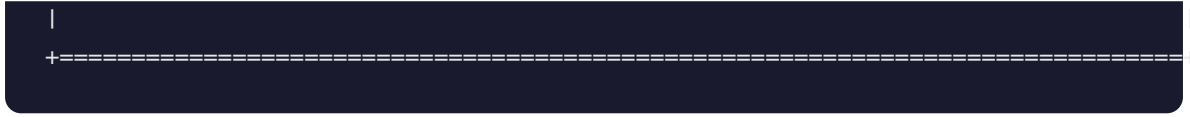
4. Approval Process

4.1 Authorization and Signatures

```
+==============================================================================+
|                        CHANGE ORDER AUTHORIZATION                            |
+==============================================================================+
|
|   CHANGE ORDER SUMMARY
|   -------------------
|
|   Change Order #:          CO-[XXXX]
|   Project:                 [PROJECT NAME]
|   Change Type:             [ ] Addition  [ ] Modification  [ ] Removal
|
|   Scope Impact:            [Brief summary]
|   Timeline Impact:         [+/- X days/weeks]
|   Investment Impact:       [+/- $X,XXX]
|
+------------------------------------------------------------------------------+
|
|   APPROVAL DECLARATION
|   -------------------
|
|   By signing below, both parties agree to:
|
|   1. The scope changes described in this Change Order
|   2. The revised timeline (if applicable)
|   3. The revised investment (if applicable)
|   4. All terms and conditions stated herein
|
|   This Change Order becomes an amendment to the original Agreement
|   and Scope of Work upon execution by both parties.
|
+------------------------------------------------------------------------------+
|
|   CLIENT APPROVAL
|   --------------
|
|   Authorized Signature:  _____
|
|   Printed Name:          _____
|
|   Title:                 _____
|
|   Date:                  _____
|
|   [ ] Approved
|   [ ] Approved with modifications (see notes)
|   [ ] Rejected (see notes)
|
|   Notes:
|   _____
|   _____
|
```

```
+-----------------------------------------------------------------------+
|                                                                       |
|  PROVIDER APPROVAL                                                    |
|  ---------------                                                     |
|                                                                       |
|  Authorized Signature:  _____                 |
|                                                                       |
|  Printed Name:          _____                 |
|                                                                       |
|  Title:                 _____                 |
|                                                                       |
|  Date:                  _____                 |
|                                                                       |
|  [ ] Approved                                                        |
|  [ ] Approved with modifications (see notes)                         |
|                                                                       |
|  Notes:                                                               |
|  _____ |
|  _____ |
|                                                                       |
+=======================================================================+
```

4.2 Approval Workflow

STEP	ACTION	RESPONSIBLE PARTY	TIMELINE
1	Change request submitted	Client	-
2	Initial review and acknowledgment	Provider	1 business day
3	Impact assessment completed	Provider	2-3 business days
4	Change Order document prepared	Provider	1 business day
5	Change Order sent for approval	Provider	Same day
6	Client review and decision	Client	3-5 business days
7	Signatures obtained	Both Parties	1-2 business days
8	Work begins (if approved)	Provider	Per timeline

5. Change Request Email Templates

5.1 Acknowledging Change Request

```
Subject: Change Request Received - [Project Name] - CR-[XXXX]

Hi [First Name],

Thank you for submitting your change request for [Project Name].

CHANGE REQUEST REFERENCE: CR-[XXXX]
DATE RECEIVED: [Date]

YOUR REQUEST:
[Brief summary of what they requested]

NEXT STEPS:
1. I will review your request and assess the impact on scope,
   timeline, and investment
2. You will receive a formal Change Order document within
   [2-3] business days
3. Once approved and signed, work will proceed per the new timeline

I may reach out if I need any clarification on your request.

Thank you for keeping us informed of your evolving needs.

Best regards,

[Your Name]
[Your Title]
[Company]
```

5.2 Change Order Submission

```
Subject: Change Order CO-[XXXX] - [Project Name] - For Your Approval

Hi [First Name],

Please find attached Change Order CO-[XXXX] for [Project Name].

CHANGE ORDER SUMMARY:
--------------------
Type:           [Addition/Modification/Removal]
Description:     [Brief description]

IMPACT SUMMARY:
--------------
Scope:          [Summary of scope changes]
Timeline:       [Original: X weeks | New: Y weeks | Change: +/- Z days]
Investment:     [Original: $X,XXX | Change: +/- $X,XXX | New Total: $X,XXX]

ATTACHED DOCUMENTS:
- Change Order CO-[XXXX] (PDF)
- Updated Project Timeline (if applicable)
- Revised Scope of Work (if applicable)

TO PROCEED:
1. Review the attached Change Order
2. Sign and return (or reply with any questions)
3. Work will begin/adjust upon receipt of signed approval

This Change Order is valid for [30] days from the date above.
After this period, pricing and timeline may need to be reassessed.

Please let me know if you have any questions or would like to
discuss any aspect of this proposal.

Best regards,

[Your Name]
[Your Title]
[Company]
```

5.3 Change Order Approved Confirmation

```
Subject: Change Order CO-[XXXX] Approved - [Project Name]

Hi [First Name],

Thank you for approving Change Order CO-[XXXX].

CONFIRMATION:
-------------
Change Order #:    CO-[XXXX]
Approval Date:     [Date]
Effective Date:    [Date]

WHAT THIS MEANS:
----------------
Scope:             [Brief summary of approved changes]
New Timeline:      Completion now targeted for [Date]
Investment:        [New total or additional amount]

NEXT STEPS:
-----------
1. [Immediate action - e.g., "Begin work on new workflow"]
2. [Timeline update - e.g., "Adjust milestone schedule"]
3. [If payment required - e.g., "Invoice to follow for $X,XXX"]

UPDATED PROJECT STATUS:
-----------------------
Current Phase:     [Phase name]
Next Milestone:    [Milestone] by [Date]

I will keep you updated on progress. The next status update
will be on [Date].

Thank you for your continued partnership!

Best regards,

[Your Name]
[Your Title]
[Company]
```

5.4 Change Order Rejected/Declined

```
Subject: RE: Change Order CO-[XXXX] - [Project Name]

Hi [First Name],

Thank you for reviewing Change Order CO-[XXXX].

I understand you have decided not to proceed with this change at this time.

CHANGE ORDER STATUS: Declined/On Hold

PROJECT CONTINUITY:
-------------------
We will continue with the original scope as defined in:
- Agreement #: [AGREEMENT-XXXX]
- Scope of Work Version: [Version]

CURRENT TIMELINE:
-----------------
All original milestones remain in effect:
- [Milestone 1]: [Date]
- [Milestone 2]: [Date]
- [Completion]: [Date]

FUTURE OPTIONS:
---------------
This change request has been documented for future reference.
If you would like to revisit this or similar enhancements after
project completion, we can discuss as a separate engagement.

Please let me know if you have any questions or concerns.

Best regards,

[Your Name]
[Your Title]
[Company]
```

5.5 Change Request Clarification Needed

```
Subject: Clarification Needed - Change Request - [Project Name]

Hi [First Name],

Thank you for your change request regarding [brief description].

To prepare an accurate Change Order, I need some additional information:

QUESTIONS:
----------

1. [Specific question about the request]

2. [Question about scope or requirements]

3. [Question about priority or timeline expectations]

4. [Any other clarifying questions]

CONTEXT:
--------
[Why you need this information and how it affects the assessment]

Could you please provide this information by [Date]?
This will allow me to complete the impact assessment and
send you the formal Change Order by [Date].

Thank you!

Best regards,

[Your Name]
[Your Title]
[Company]
```

5.6 Change Order Follow-Up

```
Subject: Following Up - Change Order CO-[XXXX] - [Project Name]

Hi [First Name],

I wanted to follow up on Change Order CO-[XXXX] sent on [Date].

QUICK SUMMARY:
--------------
Change:     [Brief description]
Impact:     [Timeline/Investment summary]
Status:     Awaiting your approval

Do you have any questions about the proposed changes?
I am happy to schedule a call to discuss if that would be helpful.

TIMELINE NOTE:
--------------
The current project work is [continuing/paused pending decision].
[If relevant: To maintain the current timeline, approval is needed by Date]

Please let me know how you would like to proceed.

Best regards,

[Your Name]
[Your Title]
[Company]

P.S. If you have already responded, please disregard this message!
```

6. Change Order Tracking Log

6.1 Project Change Order Register

CO #	DATE	DESCRIPTION	TYPE	STATUS	TIMELINE IMPACT	COST IMPACT	APPROVED BY
CO-001	[Date]	[Description]	Addition	Approved	+5 days	+$2,000	[Name]
CO-002	[Date]	[Description]	Modification	Pending	+2 days	+$500	-
CO-003	[Date]	[Description]	Removal	Approved	-3 days	-$1,500	[Name]

6.2 Cumulative Impact Summary

```
+===================================================================+
|                  CUMULATIVE CHANGE ORDER IMPACT                   |
+===================================================================+
|
|  PROJECT: [Project Name]
|  AGREEMENT: [AGREEMENT-XXXX]
|  REPORT DATE: [Date]
|
+-------------------------------------------------------------------+
|
|  CHANGE ORDER STATISTICS
|  ----------------------
|
|  Total Change Orders Submitted:     [X]
|  - Approved:                        [X]
|  - Pending:                         [X]
|  - Rejected/Declined:               [X]
|
|  By Type:
|  - Additions:                       [X]
|  - Modifications:                   [X]
|  - Removals:                        [X]
|
+-------------------------------------------------------------------+
|
|  TIMELINE IMPACT (Approved Changes Only)
|  ------------------------------------
|
|  Original Project Duration:         [X] weeks
|  Total Time Added:                  +[X] days
|  Total Time Removed:                -[X] days
|  ---------------------------------------------
|  Net Timeline Impact:               +/-[X] days
|  New Project Duration:              [X] weeks
|
+-------------------------------------------------------------------+
|
|  INVESTMENT IMPACT (Approved Changes Only)
|  --------------------------------------
|
|  Original Project Investment:       $[X,XXX]
|  Total Additions:                   +$[X,XXX]
|  Total Credits:                     -$[X,XXX]
|  ---------------------------------------------
|  Net Investment Impact:             +/-$[X,XXX]
|  New Project Total:                 $[X,XXX]
|
+-------------------------------------------------------------------+
|
|  CURRENT PROJECT STATUS
|  ----------------------
```

```
|
| Original Completion Date:        [Date]
| Revised Completion Date:         [Date]
| Amount Invoiced to Date:         $[X,XXX]
| Amount Paid to Date:             $[X,XXX]
| Outstanding Balance:             $[X,XXX]
|
+==============================================================================
```

6.3 Detailed Change Order History

```
+==============================================================================+
|                    CHANGE ORDER HISTORY                                      |
+==============================================================================+
|                                                                              |
| CO-001                                                                       |
| ------                                                                       |
| Date Submitted:    [Date]                                                    |
| Date Approved:     [Date]                                                    |
| Type:              Addition                                                  |
| Description:       [Detailed description]                                    |
| Timeline Impact:   +[X] days                                                 |
| Investment Impact: +$[X,XXX]                                                 |
| Approved By:       [Name]                                                    |
| Implementation:    Completed [Date]                                          |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
| CO-002                                                                       |
| ------                                                                       |
| Date Submitted:    [Date]                                                    |
| Date Approved:     [Date]                                                    |
| Type:              Modification                                              |
| Description:       [Detailed description]                                    |
| Timeline Impact:   +[X] days                                                 |
| Investment Impact: +$[X,XXX]                                                 |
| Approved By:       [Name]                                                    |
| Implementation:    In Progress                                               |
|                                                                              |
+==============================================================================+
```

7. Terms and Conditions

7.1 General Change Order Terms

```
+==============================================================================+
|                    CHANGE ORDER TERMS AND CONDITIONS                         |
+==============================================================================+
|                                                                              |
|  1. DEFINITIONS                                                              |
|  -------------                                                               |
|                                                                              |
|  "Change Order" means a written document that modifies the original          |
|  Scope of Work, including additions, modifications, or removals of           |
|  deliverables, timeline adjustments, or investment changes.                  |
|                                                                              |
|  "Change Request" means an informal request from Client for a Change         |
|  Order, which initiates the assessment and approval process.                 |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|  2. SUBMISSION AND PROCESSING                                                 |
|  ---------------------------                                                  |
|                                                                              |
|  2.1 All change requests must be submitted in writing (email acceptable).    |
|                                                                              |
|  2.2 Provider will acknowledge receipt within one (1) business day.          |
|                                                                              |
|  2.3 Provider will provide a formal Change Order within three (3) to         |
|       five (5) business days, depending on complexity.                       |
|                                                                              |
|  2.4 Rush assessments may be available for an additional fee.                |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|  3. APPROVAL REQUIREMENTS                                                     |
|  -----------------------                                                      |
|                                                                              |
|  3.1 No out-of-scope work will be performed without a signed Change Order.    |
|                                                                              |
|  3.2 Verbal approvals are not binding. Written signature is required.         |
|                                                                              |
|  3.3 Change Orders must be approved by an authorized representative of        |
|       the Client as designated in the original Agreement.                    |
|                                                                              |
|  3.4 Change Orders become effective upon signature by both parties.          |
|                                                                              |
+------------------------------------------------------------------------------+
|                                                                              |
|  4. PRICING AND PAYMENT                                                       |
|  ---------------------                                                        |
|                                                                              |
|  4.1 Change Order pricing is based on current rates at the time of           |
|       submission. Rates may differ from the original project if the          |
|       provider's rates have changed.                                         |
|                                                                              |
```

```
|   4.2 Change Order quotes are valid for thirty (30) days from issuance.
|
|   4.3 Payment for Change Orders is due as specified in each Change Order.
|       Default terms: Due upon approval or with the next project invoice.
|
|   4.4 For changes exceeding $[X,XXX], a deposit of fifty percent (50%)
|       may be required before work begins.
|
+--------------------------------------------------------------------------+
|
|   5. TIMELINE IMPACT
|   -----------------
|
|   5.1 Approved Change Orders may extend the project timeline.
|
|   5.2 Provider will make reasonable efforts to minimize timeline impact.
|
|   5.3 Expedited timelines may be available for an additional fee.
|
|   5.4 Client delays in approving Change Orders may impact project
|       schedule proportionally.
|
+--------------------------------------------------------------------------+
|
|   6. SCOPE REMOVAL CREDITS
|   -----------------------
|
|   6.1 Credits for removed scope are calculated based on work not yet
|       performed as of the approval date.
|
|   6.2 Work already completed is not eligible for credit.
|
|   6.3 Credits may be applied to additions within the same project or
|       refunded, at Provider's discretion.
|
|   6.4 Administrative overhead and planning work are not refundable.
|
+--------------------------------------------------------------------------+
|
|   7. DOCUMENTATION
|   ---------------
|
|   7.1 All approved Change Orders become amendments to the original
|       Agreement and Scope of Work.
|
|   7.2 Provider will maintain a Change Order log for the project.
|
|   7.3 The latest approved versions of all documents supersede
|       previous versions.
|
+--------------------------------------------------------------------------+
|
```

```
|  8. LIMITATIONS
|  -------------
|
|  8.1 Provider reserves the right to decline Change Orders that
|      significantly alter the project nature or exceed available capacity.
|
|  8.2 Changes that require skills or technologies outside Provider's
|      expertise may be declined.
|
|  8.3 Provider may suggest alternative approaches to achieve
|      Client objectives more efficiently.
|
+----------------------------------------------------------------------+
|
|  9. DISPUTE RESOLUTION
|  --------------------
|
|  9.1 Disputes regarding Change Orders will be resolved according to
|      the dispute resolution provisions in the original Agreement.
|
|  9.2 Work may be paused during Change Order disputes until resolution.
|
+======================================================================+
```

7.2 Change Order Checklist

Before submitting a Change Order for approval, verify:
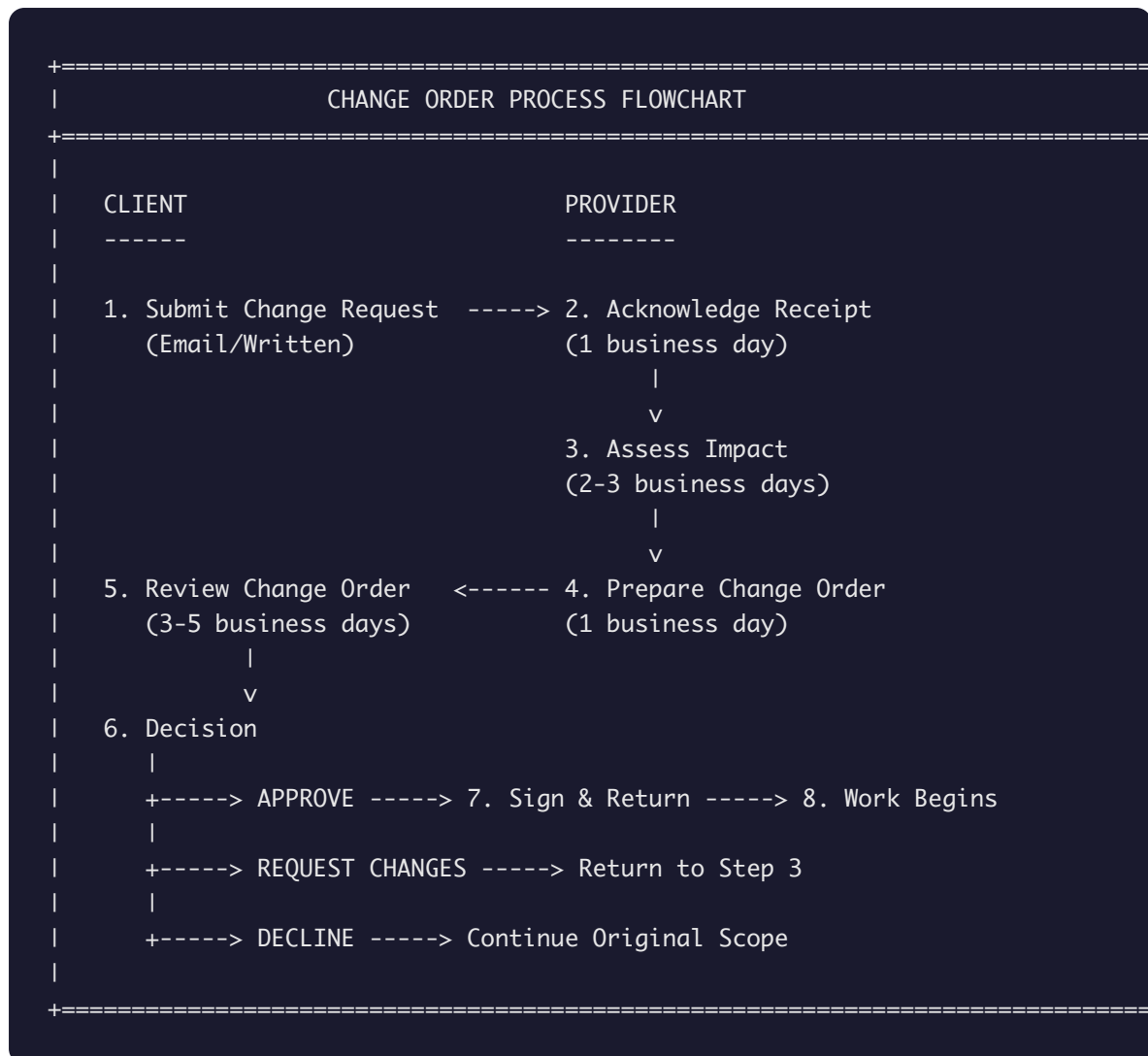
Provider Checklist:
- [ ] Change request fully documented and understood
- [ ] Scope impact assessment completed
- [ ] Timeline impact calculated
- [ ] Cost/investment impact calculated
- [ ] Dependencies and risks identified
- [ ] Change Order document prepared
- [ ] All sections completed accurately
- [ ] Terms and conditions included
- [ ] Signature blocks included
- [ ] Document reviewed for accuracy

Client Approval Checklist:
- [ ] Change Order reviewed in full
- [ ] Scope changes understood and acceptable
- [ ] Timeline impact acceptable
- [ ] Investment impact approved
- [ ] Budget available for additional costs

- [ ] Authorized representative identified
- [ ] Signature provided
- [ ] Copy retained for records

Quick Reference: Change Order Process

```
+===============================================================+
|                  CHANGE ORDER PROCESS FLOWCHART               |
+===============================================================+
|
|   CLIENT                        PROVIDER
|   ------                        --------
|
|   1. Submit Change Request  -----> 2. Acknowledge Receipt
|      (Email/Written)                  (1 business day)
|                                          |
|                                          v
|                                       3. Assess Impact
|                                          (2-3 business days)
|                                          |
|                                          v
|   5. Review Change Order    <------ 4. Prepare Change Order
|      (3-5 business days)            (1 business day)
|            |
|            v
|   6. Decision
|       |
|       +-----> APPROVE -----> 7. Sign & Return -----> 8. Work Begins
|       |
|       +-----> REQUEST CHANGES -----> Return to Step 3
|       |
|       +-----> DECLINE -----> Continue Original Scope
|
+===============================================================+
```

Document Version Control

VERSION	DATE	AUTHOR	CHANGES
1.0	[Date]	[Name]	Initial template creation

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