



## WILLIAMS BUSINESS SOLUTIONS EXTENSION REQUEST FORM

All Extensions are subject to approval from Williams Business.

All extensions must be submitted at least one week before the original deadline.

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Project: \_\_\_\_\_

Original Deadline: \_\_\_\_\_ New Deadline Requested: \_\_\_\_\_

Reason For Requesting Extension: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby apply for an extension on the project specified above on a date later than that specified in the original timeline. I understand that until this form is signed by the manager no extension has been granted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### MANAGER USE ONLY

☐ Extension Request Approved

☐ Extension Request Denied

Reason (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_