Scope Change Approval

**Project:**  
{{ProjectName}}

**Prepared by:**  
{{ProjectManagerName}}

A picture containing text, clipart

Description automatically generated

Dear {{CustomerFirstName}},

We thank you for being a customer. Attached to this document is a set of items of additional scope for the project {{ProjectName}}. For us to complete the additional scope, we will require written approval.

{{Message}}

Please review the additional scope in this document. If you approve, then you can electronically sign using Adobe Sign. A copy of the additional scope will be sent to you automatically after all parties have signed. If you decline to sign, then please click the Decline to Sign.

Thanks,

{{ProjectManagerName}}

# Scope Change

## Project Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** | {{ProjectName}} |  |  |
| **Requested by** | {{CustomerFirstName}} {{CustomerLastName}} | **Requestor Email** | {{CustomerEmail}} |
| **Project Manager** | {{ProjectManagerName}} | **Project Manager Email** | {{ProjectManagerEmail}} |

{{ProjectDescription}}

## Changes to Scope

|  |  |
| --- | --- |
| DESCRIPTION | Days |
| {{tasks.name}} | {{tasks.duration}} |

## Approval

By signing below, you agree to the change of scope and any additional fees that result from these new costs.

|  |  |
| --- | --- |
|  | **CLIENT** |
|  | {{S1\_es\_:signer1:signature }} |
|  | {{CustomerFirstName}} {{CustomerLastName}} |