



Project Change Request

Use this form to document an agreed change before revised work begins. Approval updates the referenced SOW only as expressly described below.

Client and project: [details] Change ID and date: [details]

SOW ID and version: [details] Requested by: [name]

1 Requested change

[Describe the change, business reason, and difference from the approved scope.]

2 Impact and revised acceptance

Added or removed deliverables: [details]. Acceptance criteria: [details]. Dependencies and risks: [details]. Schedule change: [days and revised dates].

3 Cost and authorization

Original project fee or cap: \$[amount]

Previously approved changes: \$[amount]

This change increase or decrease: \$[amount]

Revised project fee or cap: \$[amount]

Payment and expense changes: [details]

Effective date and implementation owner: [details]

4 Approval

All other SOW and master agreement terms remain unchanged. The parties authorize the change described above. If not approved, work remains governed by the current signed scope.

For S&J Consulting, LLC

Authorized signer: [name and title] Signature: _____ Date: _____

For Client [legal name]

Authorized signer: [name and title] Signature: _____ Date: _____