

CHANGE REQUEST FORM

This form is provided by Clientish as a free, editable starting point. Use one per requested change, fill in the impact on cost and timeline before sending it for approval, and keep a running log of all requests. Work on a change begins only once approval is recorded below.

Change request no.	[CR-001]
Project	[Project name]
Client	[Client name]
Requested by	[Name / role]
Date submitted	[Date]

1. Description of the Change

State clearly what is being requested — specific enough that someone not in the conversation could understand exactly what will and will not be done.

[]

2. Reason for the Change

Why is this change being requested? Does it serve the original project goal, or introduce a new one?

[]

3. Impact Assessment

Complete every row before sending for approval. A change request without cost and timeline impact is not ready to approve.

Impact area	Detail
Scope — what this adds to or removes from the agreed scope	[]
Cost — additional fee, or "covered within included revision round"	[currency + amount]
Timeline — days/weeks added; milestones that shift	[]
Quality / risk — any effect on quality or project risk	[]

Dependencies affected	[]
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4. Classification

Field	Value
Type	[] Minor [] Major [] Emergency
Priority	[] Low [] Medium [] High
Requested implementation date	[Date]

5. Revision Round Tracking (if applicable)

Field	Value
Included revision rounds (per SOW / retainer)	[e.g. 2]
Rounds used so far	[]
Is this change within the included rounds?	[] Yes [] No — billable per above

6. Approval and Sign-off

Work on this change begins only once approval is recorded here.

Decision	[] Approved [] Rejected [] Deferred
Approved by (client)	[Name + role]
Signature	_____
Date	_____
Agency acknowledgement	[Name]
Date	_____

Change Request Log (keep one per project)

A running record of all change requests keeps the project baseline clear.

CR no.	Description	Cost	Days added	Status	Date approved
CR-001	[]	[]	[]	[]	[]
CR-002	[]	[]	[]	[]	[]
CR-003	[]	[]	[]	[]	[]

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