



# ClearSKai

TECHNOLOGIES

*Where the SKai isn't the limit, it's the starting point.*

CHANGE ORDER

## Change Order Form

Use when a request changes scope, price, timeline, integrations, deliverables, or approved direction. This keeps extra work clean before it starts.

PREPARED BY

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PREPARED FOR

CLIENT NAME & COMPANY

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PROJECT / BUILD NAME

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CLIENT EMAIL

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CHANGE REQUEST

# Original Scope & Requested Change

Use this only when the request changes scope, price, timeline, or deliverables.

CLIENT / COMPANY

PROJECT / BUILD NAME

CHANGE ORDER NUMBER

REQUEST DATE

REQUESTED BY

RELATED SOW / MILESTONE

ORIGINAL SCOPE / CURRENT APPROVED WORK

REQUESTED CHANGE / NEW SCOPE

## Change Type



New page / route

New feature

New integration

Major design change

Major copy change

Rush / priority

Third-party setup

Other



IMPACT

# Price, Timeline & Approval

ClearSkai should not start change-order work until this page is approved.

## Impact Summary

Original approved project total	\$	<input type="text"/>
Change order price increase / decrease	\$	<input type="text"/>
<b>Revised project total</b>	\$	<input type="text"/>

TIMELINE IMPACT / ADDED DAYS

PAYMENT REQUIRED BEFORE WORK STARTS

APPROVED START DATE

NEW LAUNCH TARGET

TERMS / CONDITIONS FOR THIS CHANGE ORDER

### Approval Rule

By signing, client approves the price impact and timeline impact. ClearSkai may require payment before change-order work starts. This Change Order becomes part of the Master Services Agreement and Scope of Work.



## Signatures

**CLIENT / AUTHORIZED SIGNER**

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE      DATE

      

**CLEARSKAI TECHNOLOGIES**

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE      DATE