



1. Introduction

This template registers all agreed Changes as detailed in General Terms and conditions. The purpose of this template is to ensure that all changes to scope of services, time-lines, quality standards and IT-changes are documented, agreed and tracked between the Parties.

2. Change

Number	Change	Responsible
1		
2		
3		
4		
5		
6		
7		
8		

Template for Change Request

Name Customer:	<input type="text"/>	Purchaser:	<input type="text"/>
No:	<input type="text"/>	Main Agreement	<input type="text"/>
Supplier:	<input type="text" value="Azets Insight AB"/>	Start-up date:	<input type="text"/>
Closing date:	<input type="text"/>	Completion of Change Order:	<input type="text"/>

Description of the change (incl. Resources, Scope):

Schedule:

Consequences if changes are made: (eg. In routines / current service, manual work, other systems / interfaces)

Section of the agreement that are affected by the change: (the specific chapter, to what extent and any new text)

Estimation of Cost and/or time : (Fixed price, price per hour)

Contact supplier:

Contact Customer:

Signatures:

Customer:

Supplier:

This Change Request has been signed electronically, as the Parties agree, has the same legal status as a handwritten signature.