Change Request Form

Supplier:
Agreement/reference number

1.   Purchaser requests the following changes to the Deliverables or services:

_____	_____	_____
Place	Date	Signature(s) Purchaser's (name(s) in block capitals)

2.   Supplier shall examine the change request within a reasonable deadline

☐   Supplier refuses to carry out the requested change because:

    ☐   the implementation of the change is impossible or unreasonable for technical reasons
    ☐   no appropriate resources are available

Main reasons for the refusal:
The change procedure is therefore closed. Work will continue to be carried out on the basis of the Agreement.

☐   Supplier considers the implementation of the change request as feasible.

    ☐   The requested change does not affect the agreed timetable, the set deadlines and the agreed remuneration. Supplier hereby offers to implement the change.
    ☐   The requested change affects the agreed timetable, the set deadlines and/or the agreed remuneration. Supplier hereby offers to implement the change as detailed below.

Offer:

_____	_____	_____
Place	Date	Signature(s) Supplier (name(s) in block capitals)

3.   Purchaser's decision on the submitted offer
(to be taken within the period of validity)

☐   The offer submitted by Supplier is accepted. Work will continue on the basis of the Agreement, which will be altered accordingly.

☐   The offer submitted by Supplier is not accepted. Work will continue on the basis of the existing Agreement.

_____	_____	_____
Place	Date	Signature(s) Purchaser's (name(s) in block capitals)