

Use this form to request anything not covered by the signed Project Scope — a new page, a new feature, a different design direction, or a change to something already approved. Nothing is built from a change request until Section 4 is priced by Anchored Development and Section 5 is signed by the client.

1 · REQUEST DETAILS

Client / business name

Project name

CR #

Requested by

Email

Date submitted

Type of change

Urgency

2 · WHAT YOU WANT CHANGED

Describe the change *

Be as specific as you can. Which page, which section, what should it do or say instead?

Why is this change needed?

Business reason. This helps us suggest a cheaper or faster way to get the same result.

Affected page(s) or URL(s)

How will we know this is done correctly?

Acceptance criteria — the specific, checkable outcome you will test after we deliver it.

Reference links, screenshots or files attached

3 · CLIENT ACKNOWLEDGEMENT

Please confirm you understand:

- ☐ This change is not covered by the signed scope of work
- ☐ Work will not begin until this form is priced and signed
- ☐ This may change the launch date
- ☐ This may change the total project cost

Client budget ceiling for this change (optional)**Date you need it by**

— The section below is completed by Anchored Development —

4 · IMPACT ASSESSMENT (ANCHORED DEVELOPMENT)

Reviewed by**Date reviewed****Est. hours****Decision****Technical assessment***What has to be built or reworked, what it touches, and any risk it introduces.***Cost of this change****New project total****Launch date impact****Alternatives offered***A cheaper or faster way to achieve the same business outcome, if one exists.***Conditions of approval***Anything the client must provide, and by when, for this estimate to hold.*

5 · AUTHORIZATION

*The client authorizes the change in Section 2 at the cost and schedule impact stated in Section 4. This becomes an amendment to the signed Project Scope.***CLIENT****Signature****Printed name****Date****ANCHORED DEVELOPMENT****Signature****Printed name****Date**