# CHANGE REQUEST FORM #_____

## for SOW/Software Agreement with Effective Date of [MM/DD/YYYY]

| Requester Name: | Requester Organization Name: |
|---|---|
| Date Requested: | Date Response Requested By: |
| **Change Requested:** *(Detailed description of the change requested, the scope of the services being modified, and the benefits of making the change – attach specifications, if necessary.)* | |

## RESPONSE TO REQUEST FOR CHANGE

| **Change Request is:** ☐ accepted without changes ☐ rejected ☐ **accepted with modifications (see below)** |
|---|
| **Modifications to Change Request:** *(Insert any changes made to original change request. Identify, in detail, the changes to the scope of services, schedule and price.)*<br><br>Any applicable work products that will be changed: |
| **Schedule Revision:** *(or attach revised schedule)* |
| **Price Revision:** *(insert additional fees (if any) and invoicing terms)* |

## AGREED AND SIGNED *(authorization to accept impact and implement change):*

| CUSTOMER NAME | NCR CORPORATION |
|---|---|
| Signature: | Signature: |
| Printed: | Printed: |
| Title: | Title: |
| Date: | Date: |