



**WEB SITE PROJECT CHANGE ORDER #5**

The following change(s) require an adjustment to the estimated project total. This document shall be attached to and become part of existing contract. You can view this change as well as all others on your client profile @ \_\_\_\_\_ An electronic confirmation will be sent to you as well. You will have a 24 hr time line to respond, if you do not respond we reserve the right to suspend your project and redefine your delivery date.

**Client:**

**Project Leader:**

**Date:**

**Component being addressed:** (Refer to the Contract for Component #)

**Change:** [DESCRIPTION OF CHANGE TO SPECIFICATION]

**Certain changes affect multiple components**

- Components # \_\_\_\_\_ Change # \_\_\_\_\_
- Components # \_\_\_\_\_ Change # \_\_\_\_\_
- Components # \_\_\_\_\_ Change # \_\_\_\_\_
- Components # \_\_\_\_\_ Change # \_\_\_\_\_
- Components # \_\_\_\_\_ Change # \_\_\_\_\_

**Estimated hours @ \$95.00 per Hour:**

Please note that when changes are above 10 hours we retro activate to the contracted hourly rate for our clients. This will insure that you are always getting the best rate.

**Change initiated via Email:**

**Change initiated via Phone:**



**Additional cost estimate:**

The request has been compared to the initial contract. It seems that this request is outside of the original contract. This amount \_\_\_\_\_ will be added to the total contract estimate, and the adjustment will be reflected in invoices for remaining incremental payments. As is our policy when an invoice total reaches \$2,000.00 we ask for a payment reduction in order for both parties to maintain costs and cash flow, as stated in the original contract.

Change # / Components	# of Hours	Price Per Hour	Total Cost
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

This change will NOT affect the delivery Date.

This Change will NOW CHANGE the delivery Date to \_\_\_\_\_ New Date

\_\_\_\_\_  
UNLIMITED WEB DESIGNS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client (Electronic Signature)

\_\_\_\_\_  
Date