

Scope Change Order Form

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Use this form every time a client asks for work outside the original agreement. No extra work starts until this form is signed.

Change requested

[Describe the extra work in full detail - what will be added, changed or removed.]

Impact

Approval - both parties sign before work begins

Note: unsigned change requests are not part of the project scope. Keep a signed copy with the original agreement.

Client	[Name]
Project	[Project]
Original agreement date	[Date]
Change request date	[Date]
Requested by	[Client / Freelancer]

Additional fee	[Amount + currency]
New total project fee	[Amount]
Extra time needed	[Days]
New delivery date	[Date]
Effect on other deliverables	[None / describe]

Client signature	_____ Date: _____
Freelancer signature	_____ Date: _____