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## 7. Change Work Form

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[client ltd]

**Date**

[address]

**Job #**

[requested by]

**Work form sent to**

---

**Project**

---

**Changes requested**

---

**Reason for changes**

---

**Estimated additional time**

**Estimated additional costs**

---

Sincerely

---

[designer inc]

---

Agreed and approved  
[client ltd]

---

Date

---

Date

---

**Project status**

Project phase

Status

Date due

Associated fees

1.

2.

3.

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