

DigiKat Change Request Form

Instructions

Please complete this form to submit a request for changes to your project deliverables. DigiKat will review the request and provide feedback on feasibility, timeline adjustments, and any potential costs. All fields are required unless marked otherwise.

Client Details

- **Client Name:** _____
- **Project Name/ID:** _____
- **Contact Email:** _____
- **Phone Number (Optional):** _____

Change Request Details

- **Date of Request:** _____
- **Change Description:**
(Please provide a clear and detailed description of the requested change. Include specific deliverables or aspects of the project affected.)

- **Reason for Change:**
(Explain why this change is necessary and how it impacts the project goals.)

Impact Assessment

- **Requested Deadline for Changes:** _____
- **Are there additional resources required from DigiKat?**
(e.g., extra design assets, development tools, or third-party integrations.)
- **Are there additional resources required from the client?**

Approval of Change Impacts

DigiKat will provide an assessment of the impact of this change on the project's timeline, costs, and scope. The client must acknowledge and approve these changes before work proceeds, either in email or confirmation within a meeting with the Project Manager and Representatives of DigiKat Management Team.

Acknowledgment of Potential Impacts

By submitting this form, you acknowledge that requested changes may:

- Extend the project timeline.
- Incur additional costs as per the project's terms.
- Alter the scope of work as previously agreed.

Signature: _____

Date: _____

For Internal Use (DigiKat Team)

- **Review Date:** _____
- **Assigned Team Member(s):** _____
- **Impact Assessment Summary:**

- **Proposed Timeline Adjustments:** _____
- **Proposed Cost Adjustments:** _____

Client Approval of Proposed Adjustments

- **Client Signature:** _____
- **Date of Approval:** _____

Submission Details

Submit this form via the provided HubSpot link or email it to your DigiKat project manager. You will receive a confirmation once your request has been reviewed.