HC Web Labs

Heather Cooper — Web Design & Development

CHANGE ORDER

An amendment to an existing SOW or WMSA — added scope, fee impact, and timeline impact.

This Change Order amends the agreement referenced below. It is governed by, and incorporated into, the HC Web Labs Master Service Agreement (MSA). No work described in this Change Order begins until it is signed by both Parties.

HC Web Labs contact: Heather Cooper · webmaster@heather-cooper.com · (865) 356-3769

Reference

Change Order #: _____

Date: _____

This Change Order amends:

☐ Statement of Work (SOW) ☐ Webmaster Service Agreement (WMSA)

Original SOW / WMSA Reference #: _____

Original Effective Date: _____

Client Information

Name: _____

Business: _____

Email: _____

Phone: _____

1. Description of Change

[Describe the additional or modified work in detail — what's being added, removed, or changed from the original scope.]

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2. Reason for Change

☐ Client-requested addition ☐ Scope discovered during work

☐ Timeline / rush request ☐ Other:

If Other, specify: _____

3. Fee Impact

☐ Flat additional fee ☐ Hourly (billed for actual time)

Flat additional fee (if applicable): _____

Hourly estimate (if applicable): _____ hours estimated × $_____/hr = $_____ estimated total. This is a courtesy estimate, not a fixed price — actual hourly work is billed for time worked, per the MSA and applicable SOW/WMSA.

Payment due:

☐ Upon signing this Change Order ☐ Added to the next scheduled milestone invoice

☐ Invoiced within 48 hours of completion

4. Timeline Impact

Original estimated completion: _____

Revised estimated completion: _____

☐ No timeline impact

5. Acknowledgment

All other terms of the original SOW or WMSA referenced above, and the governing Master Service Agreement, remain unchanged and in full effect. This Change Order becomes part of that agreement upon signature by both Parties.

Signatures

HC Web Labs

By: _____ Name: Heather Cooper

Title: Owner Date: _____

Client

By: _____ Name: _____

Title: _____ On behalf of: _____

Date: _____