

Software Enhancement

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{Enhancement Title}

for

[Client Name]

Prepared by: [Partner Name]
[Partner Position]
[Partner Email]
[Partner Mobile]

Date: [Date]



System Modification Request Form

Please submit a separate request for each enhancement	
Name	
Position	
Company	
Email Address	
Summary of Request	
Further Details Please provide as much detail as possible and attach screen shots where appropriate. For large scale requests like an interface or completely new screens which need designing, please sketch out your ideas. We will need a full design specification but this will help to start the process.	
What type of change	

is this?	Cosmetic ☐ Process ☐ Functionality ☐ Other (Please detail) ☐
On a scale of 1-10 how much stress does this cause your client?	Coffee is Cold Stress Computer Blue Screen Least < 1 2 3 4 5 6 7 8 9 10 > Most
Is your client willing to pay for this?	Yes ☐ Partly ☐ No ☐
Would they like a formal quotation?	Yes ☐ Needs Further Discussion ☐ No ☐
Are screenshots attached?	Yes ☐ No ☐