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| **CLIENT CONTACT INFORMATION** |
| **Company Name** |       | **Contact Tel No** |       |
| **Your Project Manager** |       | **Email Address** |       |
| **Basis Project Manager** |       | **Email Address**  |       |
| **Date** | Click here to enter a date. |

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| **CLIENT INFORMATION - Change Request Stage 1****Tell us here what changes you wish to make to the system & send this form to** **clientsupport@basismedia.co.uk** |
| **System Type** (i.e. ATS, Career website, Onboarding, Integrated system?) | **Description:**      |
| **Description of Change** Tell us here exactly what/where you require the change(s) | **Description:**      |
|  | **Front End** | **Control Panel** | **Other** |
|  |[ ] [ ]  [ ]  |
| **Business Benefits / Risks**How will this affect your system? What are the expected benefits or risks? | **Description:**      |
| **Is a quotation required?**If this system-change outside the original agreed system specification the changes may be chargeable.  |  Yes [ ]  This change will require a quotation No [ ]  This change does not require a quotation |
| **Comments / Notes:** |       |

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| **BASIS MEDIA LTD - Change Request Stage 2** **Change request is to be directed to the Clients Project Manager to complete the following sections.** |
| **Chg Reqst Ref No** |       |
| **Change Request Status** |       |
| **Stakeholders Affected** |       |
| **Date Change Rqst Received** | Click here to enter a date. |
| **Issue Ref No (JIRA)** |       |
| **Developer Name** |       |
| **Quotation Ref No (JIRA KEY)** |       |
| **Comments / Notes:** |       |

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| **BASIS MEDIA LTD - Change Request Stage 3**  |
| **Changes Issued to Dev. Team** |       | **Date** | Click here to enter a date. |
| **UAT Status** |       | **Date** | Click here to enter a date. |
| **UAT Status** |       | **Date** | Click here to enter a date. |
| **UAT Status** |       | **Date** | Click here to enter a date. |
| **UAT Status** |       | **Date** | Click here to enter a date. |
| **UAT Status** |       | **Date** | Click here to enter a date. |
| **Stakeholders Informed by** |       | **Date** | Click here to enter a date. |
| **Changes Made Live:** |       | **Date** | Click here to enter a date. |
| **Signed Off by (PM):** |       | **Date** | Click here to enter a date. |
| **Change Request Closed by:** |       | **Date** | Click here to enter a date. |

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| **General Notes / Comments:** |
|       |