|  |  |  |  |
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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**](mailto: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:** |
|  |