**Xenegrade Custom Software Change / Fix Request**

Complete the following form to submit a change or fix request to an existing custom software project. The form is in a Word document so please type directly into the form. Provide as much information as possible in the project details so we can properly analyze the change or fix being requested. Submit this form as an attachment to a ticket in the Support Center or an email to your sales contact.

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Organization:** |  |
| **Contact Person:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

Please enter one change/fix per row. Add as many rows as necessary.

Xenegrade will determine if the request is a change outside the scope of the project and would result in additional costs.

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| **Function As It Operates Currently** | **Change / Fix Requested** |
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