

# Change Order 1.1

For:

**CustomerName.com**

Prepared by Rhett DeMille, Owner



Date: Today's date

## What is a Change Order?

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A Change Order is required when the client requests new work not defined in the original scope of work. Change Orders change the delivery time, expectation and price of project- and can supersede any original terms of the client-vendor agreement.

## Scope Change Request

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As a result of the below request, the below work needs to be added to this project:

**Wireframe blueprint change: 4.0 hours**

**Mockup Design change: 4.0 hours**

### Reference Email

From: Customer Name <[customernamel@gmail.com](mailto:customernamel@gmail.com)>

Date: Thu, Aug 15, 2019

Subject: Customer Name Website Changes

To: Rhett DeMille <[rhett@palmettosoft.com](mailto:rhett@palmettosoft.com)>

### Home page-

“lets change item #3 to read “Our Services” so that it matches item #6. I want to confirm that when you click on “Read More” in item #6 it links to the dropdown menu in item #3. On item #10, let’s change the membership to include the X Area Chamber of Commerce logo as well as the X Homebuilders logo. Please remove the Coastal X Association of Realtors as we are not a member of that group. Also, please add that we are NAHB Green Certified and NAHB Certified Active Adults Specialist in Housing (CAASH). Their logos can be found online. On item #12, let’s only keep the Facebook logo, for now. On item #13, can we spell out X? X Hospitality, Residential, and Tourism, Inc.?”

**About Page-**

“On the about page, item #7 should have these people: XX, President, XX, Senior Project Manager, and XX, Senior Project Manager. Please delete item #8. We have had issues in the past with publicizing our superintendent and foreman’s names. Because then other companies try to hire them out from under us. Item #9 should have these people: XX, Manager of Human Resources, XX, Manager of Business Operations and Finance, and XX, Warranty Manager. Is it possible to make these pictures clickable? If so, we would like it to have a bio and contact information such as an email address or direct line phone number.”

**Gallery Page-**

“For the gallery page, let’s change item #7 to reflect the options in the “Our Services” tab- Commercial, Hospitality, Healthcare, and Residential. On the gallery pop-up, can we include a short caption of the picture that was selected?”

## Important project notes for reference

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- Establish and maintain strong communication system with client
  - 24 or less turnaround times on emails
  - Work managed through a web based project management tool
  - Organized and structured communication
  - Friendly attitude and demeanor of all personnel
- PalmettoSoft will deliver a white glove level service
- Our fees are inline with the industry

## Project Goals

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1. On 7/26/19 PalmettoSoft was informed a new point of contact would be assigned to the project.
2. Original proposal is attached with this Change Order for reference.
3. The below wireframe blueprints were previously approved by Customer on 6/13/19. As a result, content was written by the PalmettoSoft copywriter and mockup designs were created.

*From: X <X@yourcompanyname.com>*

*Date: Thu, Jun 13, 2019 at 5:33 PM*

*Subject: RE: Wireframe*

*To: Support Manager <manager@palmettosoft.com>*

*I'm fine with the wireframe. Thanks, X*

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[Gallery](#)

[Commercial](#)

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[Healthcare](#)

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[Contact](#)

## Labor

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- 8.0 hours

## Timeline Extension

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- 5 business days

## Fee

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- One time additional fee of - \$600.00

