**Change Control Note**

***Sequential Number***: .....................

Title: ...........................................................

Number of pages attached: ..................

The Supplier and the Client entered into an Order dated [INSERT DATE] for the supply of Services in accordance with the Supplier’s Terms of Service (together, “**the Agreement**”) and now wish to amend the Agreement to the extent set out in this Change Control Note.

IT IS THEREFORE AGREED as follows:

1. With effect from [INSERT DATE] the Services and (if applicable) the Agreement shall be amended as set out in this Change Control Note:

|  |
| --- |
| 1. Party requesting the Change:
 |
| 1. Reason(s) for the Change:
 |
| 1. Description (giving full details of any specifications):
 |
| 1. Proposal for implementing the Change:
 |
| 1. Timetable:
 |
| 1. Likely impact on the Services, the Service Levels and any Fees:
 |
| 1. Fees (if any) (including itemised breakdown):
 |
| 1. Further clarification of the Change/Charge/additional information:
 |

2. Save as herein amended all other terms and conditions of the Order and the Agreement shall remain in full force and effect.

Signed for and on behalf of [INSERT CLIENT NAME]

By .....................................................................................................

Name ...............................................................................................

Title ..................................................................................................

Date ..................................................................................................

Signed for and on behalf of Valiantys Limited

By ....................................................................................................

Name ..............................................................................................

Title .................................................................................................

Date ................................................................................................