

Report Creation / Modification Request Form

Report Requested by: Company Name	
Date of Request:	
Contact:	
Details of Request:	

Upon receipt of this Creation / Modification Request Form an assessment of the development time needed to produce the report will be made, and an order form will be sent for you to sign and return as approval for the required work.

- If you are already producing this report via another method (i.e. MS Excel), please attach a copy of that report in order that we can replicate it's layout as closely as possible.
- If you are requiring a modification to an existing report, please email Ab Initio this report, so that any customisations that you may have already applied will be maintained.
- Your signature below indicates that you accept the terms and conditions noted below.

Name	
Signed	
Date	
For and on behalf of (Company Name)	

Terms and Conditions

1. Once the report has been completed and sent to you, you must test the report and advise Ab Initio of any changes to the report in writing/email quoting the log number issued.
2. Any changes must be advised within 7 calendar days of receipt of the completed report otherwise we will consider the report to have been completed to your satisfaction.
3. Any further changes will have to be requested on a new modification request form and will be chargeable.