**MODIFICATION REQUEST**

Modification requests must be received by the various customer support departments of our respective software. Initially, these will be evaluated to validate their feasibility. Once this step is done, a validation will be carried out to evaluate a tailor-made development or as an added value to our platforms and made available during a next delivery. The time needed to evaluate a request is a minimum of 2 weeks to 1 month. Afterwards, a summary evaluation will be sent to you by email. If you agree to go ahead, a complete analysis (including an estimated delivery date) will be carried out and sent to you, together with a cost proposal, if applicable. Upon receipt of the signed proposal by Customer Service, the development will be officially integrated into our development schedule. You will then be notified when your development is delivered at the time indicated in the analysis or via email by our teams.

|  |  |
| --- | --- |
| **Date:** |  |
| **Customer :** |  |
| **Name of contact :** |  |
| **Email :** |  |
| **Product (Software) :** |  |

**Description of item 1 (to be completed by the client)**

***Title:***

***Requested date:***

*(\*\*\* The desired delivery date must be minimum 3 months.)*

**Analysis of Item 1 (reserved for Berger Levrault)**

***Development hours:***

***Billed hours: Delivery date:***

|  |  |
| --- | --- |
| **Summary of billable hours (reserved for Berger Levrault)**  ***Quotation:***  ***Analysis hours:***  ***Development hours:*** | |
| **Analysis made by:** |  |