



Request for Change (RFC)

GENERAL INFORMATION			
RFC Number:		Revision Number:	
Create Date:		Revision Date:	
RFC Title:			
SOW/Contract Title			
Customer or Vendor Representative:	Name:	Email:	Phone:
Change Initiator: <i>(prepared by)</i>	Name:	Email:	Phone:
SCOPE OF CHANGE			
Reason for Change:	<i>(Include description of existing state)</i>		
Description of Desired Change:			
Effect of Change:	<i>(Include description of impact if implemented and if NOT implemented)</i>		
	<i>In the fields below, identify impact to Budget, Schedule, Quality, Quantity, Resources, and Cost ; insert n/a if not applicable</i>		
	Budget:	Schedule:	Quality:
	Quantity:	Resources:	Cost:
	Cost to be paid by:		
SIGNATURE			
Signatures below imply acceptance of the change detailed above.			
For Dell Marketing, L.P.		For <INSERT CUSTOMER/VENDOR NAME>	
Signature		Signature:	
Printed Name:		Printed Name	
Title:		Title:	
Date:		Date:	

The terms and conditions of the Master Services Agreement between the signed parties above applies to this RFC. In the event of a conflict or inconsistency between the provisions of this RFC and the provisions of the Master Services Agreement, the provisions of this RFC will take precedence. Unless specified otherwise in the Reason for Change section, this RFC shall take effect on the latest signature date.

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