# Change Request Form

This form is used to request changes to your eLearning course, either as part of the initial development or afterwards when your course is already in use.

|  |  |
| --- | --- |
| Client |  |
| Contact name |  |
| Contact email |  |
| Contact phone |  |
| Date |  |
| Requested  |  |
| Changes required by |  |
| Course |  |
| Quote required Y/N |  |
| Comments |  |

**Instructions:**

1. Fill in the table above
2. In the table below use one row for each change required.
3. Number each row
4. If requesting changes to text, please copy the original text in the ‘Changes required’ section and then put the updated text underneath it so we can we see the changes you want.
5. Initially leave the Status blank as we will fill that in.
6. Don’t worry too much about the formatting.
7. Email the form to support@canopi.com.au

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Module | Page | Change required | Status |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
|  |  |  |  |  |