
CA Solutions LLC

AI Agents · Web & Software · Workflow & CRM Automation · Secure RAG & Knowledge Systems · Communications Automation

Change Order Form

Instrument to modify scope, schedule, or fees of a Statement of Work

Document Version: 1.0 | **Template Effective Date:** June 2, 2026

Prepared for: CA Solutions LLC

Governing Law: State of Wyoming, United States

Markets Covered: United States & Canada

This Change Order modifies the referenced Statement of Work (“SOW”) under, and is governed by, the Master Services Agreement (“MSA”) between CA Solutions LLC and the Client. It is effective only when signed by both parties. Until executed, CA Solutions continues to perform the existing approved scope. Capitalized terms have the meanings in the MSA.

1. Change Order Metadata

Change Order Number	[CO-YYYY-###]
Date Requested	[DATE]
Requested By	[NAME, TITLE, PARTY]
Related MSA	MSA dated [DATE]
Related SOW	[SOW NUMBER & DATE]
Project Name	[PROJECT NAME]

2. Change Classification

Mark all that apply:

<input type="checkbox"/> Scope Change	<input type="checkbox"/> Timeline Change	<input type="checkbox"/> Budget Change	<input type="checkbox"/> Technical Change
<input type="checkbox"/> Compliance Change	<input type="checkbox"/> Security Change	<input type="checkbox"/> Third-Party Platform Change	<input type="checkbox"/> Emergency Change

3. Description of Requested Change

[Describe the requested change in plain language.]

4. Business Reason for Change

[Explain why the change is needed.]

5. Current Approved Scope

[Summarize the relevant currently approved scope from the SOW.]

6. Proposed Revised Scope

[Describe the scope as it will read after this change.]

7. Deliverables Affected

[List affected Deliverables.]

8. Features Added

[List features/capabilities added.]

9. Features Removed

[List features/capabilities removed.]

10. Technical Architecture Impact

[Describe impact on architecture, integrations, hosting, data flows.]

11. AI System Impact

Prompt Changes	[None / describe]
Model Changes	[None / describe]
Retrieval Source Changes	[None / describe]
Guardrail Changes	[None / describe]
Human Review Changes	[None / describe]
AI Disclosure Changes	[None / describe]

12. Data Protection Impact

New Personal Information	[None / describe]
New Sensitive / Regulated Data	[None / describe]
New Subprocessors	[None / describe]

New Data Transfers	[None / describe]
Retention Changes	[None / describe]
Required DPA Updates	[None / describe – update Exhibits as needed]

13. Communications Compliance Impact

New Channel	[None / SMS / MMS / RCS / WhatsApp / Voice / Email]
New Consent Language	[None / describe – requires Client legal review]
New Message Templates	[None / describe]
New Opt-Out Method	[None / describe]
Platform Registration Impact	[None / 10DLC/brand / WhatsApp template approval]

14. Security Impact

[Describe any change to security posture, access, or controls.]

15. Accessibility Impact

[Describe any change affecting accessibility conformance.]

16. Legal or Regulatory Impact

[Describe any new legal/regulatory considerations (e.g., new state privacy law applicability, AI disclosure rules).]

17. Assumptions

[State assumptions underlying this change.]

18. Client Dependencies

[List access, approvals, content, or data Client must provide for this change.]

19. Schedule Impact

New Milestones	[Describe]
Delayed Milestones	[Describe]
Launch Date Impact	[Describe]

20. Fee Impact

Additional Fixed Fees	[\$AMOUNT]
Additional Hourly Fees	[HOURS × \$RATE = \$AMOUNT]
Third-Party Costs	[\$AMOUNT – pass-through]
Usage Fees	[\$AMOUNT / estimate]
Change to Monthly Maintenance	[\$AMOUNT / MONTH (if any)]
Taxes	Client responsible for applicable taxes
Total Change in Fees	[\$TOTAL]

21. Acceptance Criteria for the Change

[Define how the change will be accepted.]

22. Testing Requirements

[Describe testing for the change.]

23. Rollback Plan

[Describe how the change can be reverted if needed.]

24. Risks and Mitigation

[Identify risks and mitigations.]

25. Approval Conditions

[Any conditions to approval (e.g., receipt of deposit, platform approval).]

26. Rejection or Deferral Notes

[If rejected or deferred, note reasons and date.]

27. Authorized Signatures

By signing, the parties agree this Change Order amends the referenced SOW and is governed by the MSA.

CA SOLUTIONS LLC

[CLIENT LEGAL NAME]

Signature

Signature

Name / Title

Name / Title

Date

Date

28. Internal Implementation Checklist (CA Solutions internal use)

Step	Owner	Done
Update SOW / scope record	[PM]	[]
Update project plan & milestones	[PM]	[]
Update billing / invoicing	[Finance]	[]
Update DPA exhibits / subprocessors (if needed)	[Lead]	[]
Update consent / messaging config (if needed)	[Lead]	[]
Confirm platform registrations (if needed)	[Lead]	[]
Notify team & archive executed CO	[PM]	[]

29. Attachment Log

#	Attachment	Reference
1	[e.g., revised mockups]	[Ref]
2	[e.g., updated data flow]	[Ref]