**Schedule 2**

**Change Order**

The Company entered into a Master Services Agreement with the Customer with reference [insert reference number of Agreement] (the “Agreement”), in accordance with Clause 3 of the General Terms and Conditions, the Company and the Customer now wish to agree a Change as follows:

|  |  |
| --- | --- |
| **CHANGE ORDER**  | [Insert number] |
| Title of the Change |  |
| Name of the originator  |  |
| Date of request or recommendation for the Change |  |
| Reason for the Change |  |
| Full details of the Change including any specifications, timeline for delivery and required Order Forms (to be attached) |  |
| Charges, if any, to be made for the Change including all one-off (non-recurring) charges which may include, but not be limited to asset acquisition and disposal costs, lease commitment or lease termination costs |  |
| Timetable for implementation together with any proposals for acceptance of the Change |  |
| Schedule of payments (if appropriate) |  |
| Details of the likely impact, if any, of the Change on other aspects of the Contract Schedule and/or the relevant specification |  |
| Additional documentation to be attached |  |
| Other information as relevant |  |

SIGNED by a duly authorised representative of the parties on the date set out at the head of this Change Order.

|  |  |
| --- | --- |
| **SIGNED** for and on behalf of  | **SIGNED** for and on behalf of |
| **RED HELIX LIMITED** | **[CUSTOMER NAME]** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |