

CHANGE REQUEST

[NOTE to USER – Change Requests are to modify quantities, pricing, or add relevant scope. Change Requests are NOT to amend contractual terms (including expiry dates) in the Agreement – these are amended by an Amending Agreement)]

To: Canadian Pacific Railway Company (hereinafter referred to as “CPR”)

From: [Insert Supplier’s Corporate name] (hereinafter referred to as the “Supplier”)

Re: [Insert Name of the Master Services Agreement] between Canadian Pacific Railway Company and [Supplier’s Corporate name] dated as of _____; CPR Contract #: 560_____ (the “Agreement”) as modified by this Change Request Proposal.

Except where otherwise modified herein, this Change Request forms part of and is subject to the terms and conditions of the Agreement.

Change Request Title: _____

Change Request Proposal Number: _____

Date Submitted: _____

Response to Change Request Number: _____

1. Description of Service Change

[Note: Add a detailed description of the service changes being requested]

Goods and Materials To Be Acquired

[Note: Add a detailed description of goods and materials to be acquired (which can include software, etc.)]

Agreement Changes

[Note: Add a detailed description of the changes to the Agreement being requested]

2. Effect on Existing Services

[Note: Add a detailed description of the effects of this proposed change on the existing services]

3. Delivery Schedule

The services will be performed in accordance with the schedule below. The Parties agree to make reasonable efforts to carry out each Party’s respective responsibilities in order to achieve the following schedule.

Start Date: _____

End Date: _____

If the below Change Request signature date is after the Start Date, the Start Date will automatically be extended to the date of the last signature on this Change Request. The End Date will automatically be extended by the same number of days.

3. Ancillary Agreements Anticipated

[Note: Add a detailed description of the Ancillary Agreements being anticipated]

5. Price and Effective Date

Supplier will invoice CPR, and CPR agrees to pay Supplier, the following charges, plus applicable taxes. Unless provided for elsewhere, the below charge is deemed to include expenses.

One-Time Charge (includes all of above work items)	2015 (to be invoiced by _____)
Grand Total	\$

In the event that CPR decides not to proceed with this request after approval, a termination charge of \$XXX will be applied to cover effort for the preparation of the document.

This Change Request shall remain open for acceptance by CPR until _____.

IN WITNESS WHEREOF, the Parties have executed this Change Request by their duly authorized representatives as at the dates below.

CANADIAN PACIFIC RAILWAY COMPANY

[SUPPLIER FULL COMPANY NAME HERE]

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachments: [If any]