

Change Orders

Generally, you'll give your clients many freebies over the years. This is critical to good client-vendor relationships. They hook you up with being flexible about some aggressive deadline, and you are flexible with a word change here or there to the motion graphics.

Here's some boiler plate language you can use if the changes are significant:

"Hi Client,

Thanks for your notes. This change is significant enough for us to evaluate additional hours. I expect it to cost an additional \$X to \$Y. Would you like to move forward with the changes?"

Obviously, if timing is critical, **make this a phone call**. Be prepared with an estimate, or a range of costs. People don't like when things cost more than they expected! Good luck...

Revision #1

Created 2025-04-07 20:14:53 UTC by Cam Vokey

Updated 2025-04-07 20:18:48 UTC by Cam Vokey