**Lenvica HRMS – Change Request Form**

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| --- | --- |
| (To be filled by the client) | |
| Requested By |  |
| Company |  |
| Phone |  |
| Email Id |  |
| Date Requested |  |
| Change Type | Bug/Feature Request/Enhancement |
| Current Version of Lenvica HRMS in use |  |
| Module |  |
| Screen |  |
| Priority | High/Medium/Low |
| Attachments? | Yes/No |
| Description of the change: | |
| Desired Result: | |

|  |  |
| --- | --- |
| (To be filled by Lenvica) | |
| Internal Task Id |  |
| Estimated Hours of customization |  |
| Estimated Cost |  |
| Anticipated date of delivery |  |
| Comments: | |

|  |  |
| --- | --- |
| Approvals | |
| Approval from Lenvica | Approval from Client |
| Signature & Seal:  Approved By: Date: | Signature & Seal:  Approved By: Date: |