**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: |

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| --- |
| (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: |