

Post-Approval Change Request

Use this record when a client requests a change after sign-off. Do not assume production can be paused: confirm with the supplier.

Client / job: _____

Previously approved file / version: _____

Original approval reference / date: _____

Change requested by / date: _____

Requested change and reason: _____

Production status confirmed by / at: _____

Supplier response / pause confirmation: _____

Cost or delivery impact to agree: _____

Change owner / agreed next action: _____

New file / version: _____

Decision: ☐ Approved for stated scope ☐ Changes requested / not approved

Approval scope / conditions: _____

Approver / decision date / time zone: _____

Keep both proof versions and their separate decisions. A change request alone is not approval of the revised file.

Workflow: approvetrail.com/blog/client-changes-after-approval