**Custom Work Request Form**

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| --- | --- |
| **Partner/Customer Name:**  |  |
| **Contact Name:**  |  |
| **Contact Phone Number:**  |  |
| **Contact Email:** |  |
| **Preferred Contact Method:**  |  |
|  |
| **Internal nVoq Use** |
| **Notes:** |
| **Estimated Time:** |  |
| **Estimated Cost:** |  |
| **Engineer Name:** |  |

**Signature approving work to be performed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature accepting work performed:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you do **NOT ACCEPT** this work, please explain the changes that need to be made in the box below:

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|  |

**Instructions:**

This form is used when making request for custom development work. After the request is submitted, we will provide a response with estimated charges for doing the work within 2 business days. The requestor will have to approve both the description of work (scope) and the estimated pricing before we can begin the work.

We charge $150/hour for custom development work. Services are delivered in quarter hour increments (i.e. we collect in full hour increments, but the time is charged against the project in quarter hour increments). We will also add time to cover processing the request (usually a half an hour unless a substantial amount of back and forth is required). If the requestor does not reject the work within 5 business days, then acceptance will be assumed.