

 <b>Institute for Marine Research</b>	Case No.: 20/00187
<b>Appendix 4 - Changes to the delivery after entering the contract</b>	Page No. 1 of 1

## Change agreement No. **X** (Example)

### 1. BACKGROUND

In item 23 of the contract, use of change agreements over the course of the contract period is described. Any changes in the contract must appear in this document, if necessary by referencing additional documentation.

One change agreement is created for each change, and each change agreement is provided a unique number.

### 2. CHANGE

Date	Reference	Change	Referral
Enter the effective date	(Refer to the item in the contract document)	Enter the changed text, for example: "The item is changes as follows: xxx xxx ..."	Any reference to appendix.

### 3. SIGNATURES

For Customer	
Institute of Marine Research	
Place/date	xx.xx.20xx
Signature	
Name	Xxxx
Title	Xxxxxxxx

For Supplier	
[Name of supplier's company]	
Place/date	xx.xx.20xx
Signature	
Name	Xxxx
Title	Xxxxxxxx