

**Business Evaluation Order (BEO)
For
Provision of Non-Code User Pays Service
Change Order UPCO004
“IAD Service name change”**

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The purposes of the business evaluation order are...

- To approve or query an Evaluation Quotation Report for the change order.
- To inform xoserve of the next action the sponsor requires for the change order.

| | |
|-----------------------------|---|
| Change Order Reference: | UPCO004 |
| Change Order Title: | IAD Service name change |
| Customer: | n/a |
| Customer Representative: | n/a |
| EQR version | Version: Date: |
| EQR approval | <ol style="list-style-type: none"> 1. Approved 2. Approve with comments 3. Clarification required 4. Rejected <p>Unless approved without comment, please provide reasons in the comment section below.</p> |
| Next action required | <ol style="list-style-type: none"> 1. Proceed with evaluation 2. Provide clarifications 3. Revise the EQR 4. Nothing – change being reassessed 5. Nothing – change suspended 6. Nothing – change cancelled |
| Date Change Order received: | |
| Date EQR received: | |
| Date BEO provided: | |
| Date BEO expires: | |
| Funding Approval | <i>Detail proposed funding methodology.</i> |

Service requested:

Normally as per Evaluation Quotation Report.

Change Scope

Normally as per Evaluation Quotation Report.

Change priority (optional):

If appropriate, include a brief statement to indicate the importance, justification and urgency of the change order).

Note: Xoserve reserves the right to reject the BEO and provide a new EQR if the scope of the service requested or scope of the change differs from that specified in relevant version the EQR for the relevant change order.

Comments (including any clarifications required and/or reasons for rejection)

| No | Section Ref | Reviewer Comment | Author response |
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Template Version 3