**UniQuE**

Maintenance Change Request Delivery Note

(Engagement Name and Id)

(Client)

**Document History**

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| --- | --- | --- | --- |
| Version | Date | Author | Changes |
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**Review And Approval**

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| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
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**Distribution**

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| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
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**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

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Template Version Number: Group Reference v1.0

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# Delivery Content

## List of Delivery Component

*<<List the components to be delivered>>*

## Deliverable 1

*<<Mention the basic details about each deliverable >>*

### Title

### Reference

### Version

### Location

## ...

## Deliverable n

### Title

### Reference

### Version

### Location

# Instructions

*<<Mention step wise instruction for delivery (if applicable)>>*

# Open Issues

*<<List the open issues or defects (if any) when the delivery is done>>*

# Sender Information

*<<Provide details of the person who is making the delivery>>*

## Name

## Date

## Signature

## Comments