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| Date:  |
| Company:  | Prepared by:  |

**Description of Change Request:**

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*Provide a brief description of the change or enhancement request:*

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**Explanation of the Importance of Change:**

*Provide a brief explanation of the impact the change will have on the system or the impact if the change is not implemented.*

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**Benefit Analysis:**

*Establish expected benefits for change.*

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**Examples/Screenshots if available:**

*Establish expected benefits and cost justification for change.*

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**What is the Priority Level?**

*Establish expected benefits and cost justification for change.*

1. LOW
2. MEDIUM
3. HIGH

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**Submit this completed change request to** **eicc-onhelp@eiccoalition.org.**