



**SUPPLIER REQUEST FOR CHANGE APPROVAL FORM**

**Supplier to complete the following and submit to the SoundOff Signal Buyer:**

Supplier name and address: \_\_\_\_\_ Supplier Code: \_\_\_\_\_ Date: \_\_\_\_\_

SoundOff Signal Part Number: \_\_\_\_\_ Revision: \_\_\_\_\_ Description: \_\_\_\_\_

- Permanent Change To:
  - Process
  - Tooling
  - Subcontractor
- Temporary Change To:
  - Material
  - Design
  - Other
- Mfg. Location

Description and Reason for Change *(A marked up print must be submitted for any design change):*

Effect of Change:

Estimated Implementation Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_ Estimated Number of Pieces: \_\_\_\_\_

Title: \_\_\_\_\_ **Only the top half should be completed by the supplier**

**SoundOff Signal to complete the following:**

SoundOff Signal Customer Approval Required?

- Yes
- No

Sample Submission & Documentation Requirements:

Signatures:

Quality Representative _____	<input type="radio"/> Approved *	<input type="radio"/> Rejected
Product Development _____	<input type="radio"/> Approved *	<input type="radio"/> Rejected
Manufacturing _____	<input type="radio"/> Approved*	<input type="radio"/> Rejected
Purchasing _____	<input type="radio"/> Approved*	<input type="radio"/> Rejected

Reason for Rejection or Qualifying Conditions of Acceptance:

\*This approval is granted upon the understanding that it is advisory in nature and in no manner changes the Supplier's original responsibility for insuring that all characteristics, designed in the applicable engineering specification and/or inherent in samples as originally tested and approved are maintained. Supplier accepts full responsibility for the changes or types of changes listed above; and should such changes result in less satisfactory performance than experienced with the originally approved item, Supplier will fully reimburse SoundOff Signal for all costs and expenses incurred to correct the deficiency.