

Work Order Date:

Client Name:
Contact Person:

System/Application Name:
Ticket/Reference Number:

I. REQUEST DETAILS *(To be filled by Client)*

No	Request Type <i>(Hardware, New Feature, Bug)</i>	Module/Screen <i>(Where is this?)</i>	Attachment?	Detailed Specifications <i>(Include: Inputs, Formulas, Permissions, Expected Result)</i>	Priority <i>(Critical, High, Medium, Low, Cosmetic Fix)</i>	Remarks
1						
2						
3						
4						
5						
6						
7						
8						

II. TECHNICAL ASSESSMENT (To be filled by Qtech Team - Corresponds to items above)

No	Feasibility Analysis (Feasible, Needs Info, Not Feasible)	Action Plan/Technical Note	Est. Hours	Target Date	Billing Type (Warranty, Billable, Quotation Required)	Estimated Charge (800/hr)
1						
2						
3						
4						
5						
6						
7						
8						

NOTE: Target Date is estimated based on receiving the **approved WOF** and **Approved Quotation/PO** by **February 16-18, 2026**. Delays in approval will adjust the deployment schedule accordingly.

III. APPROVAL & AUTHORIZATION

Requested By:

Assessed By (Qtech) :

Approved By (Client Mgmt):

Signature over Printed Name
Date:

Signature over Printed Name
Date:

Signature over Printed Name
Date: _____