



CRF – CHANGE REQUEST FORM
for catalog page, data sheet and web updates
Please, only one form per series/model.

SECTION 1 – CHANGE REQUEST

Please complete 1-4. Click [here](#) to reference the CRF process.

Note: All drawings and photo updates should be completed prior to the submission of this form.

1. SERIES/MODEL: _____

3. CHANGES AFFECT:

2. CHANGE(S):

See attachment

- Catalog Page(s)
- Data Sheet - Existing
- Data Sheet - New (mark up attached)
- Web (content and/or photos)

4. CHANGE(S) REQUESTED BY:

SECTION 2 – TIER TYPE

Note: To be completed by graphics.

TIER 1 - Examples: Grammar, spelling, or format errors.

TIER 2 - Examples: Updates/changes to intro paragraph(s), labels, specifications, benefits/features, applications, charts (model, accessories, options, etc.), drawings, photos, logos (warranty, video, agency approvals, calibration, etc.).

SECTION 3 – REVIEW / CLOSE OUT APPROVALS

Signing below confirms corresponding documents have been reviewed, proofed, and are approved to be closed out and uploaded to the web.

If **TIER 1** is checked above, the person who requested the change(s) is required to sign within the yellow box.

If **TIER 2** is checked above, the product manager is required to sign within the red box.

TIER 1 - APPROVAL

Sign/Date: _____
(Person who requested change(s)) approved with changes

TIER 2 - APPROVAL

Sign/Date: _____
(Product Manager) approved with changes

GRAPHICS - APPROVALS

Sign/Date: _____
proofed (by Graphics)

Sign/Date: _____
(Evan Jelinek) approved with changes