### Change Requests

**Q4 Activation**

**If you have a Q4 hosted website and your company brand colors, logo, and/or font styles are changing, we would make those changes for you.**

**Please submit your request to your Client Success Manager or through support@q4inc.com.**

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#### In & Out of scope Items

<table>
<thead>
<tr>
<th>Updated Text Fonts, Sites, and Colors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest News</td>
</tr>
<tr>
<td>Latest News</td>
</tr>
</tbody>
</table>

**COLOR REPLACEMENTS**

- **INCLUDED**
  - New Text Fonts
  - New Sites
  - New colors
  - New fonts

**NOT INCLUDED**

- Please note that Rebrand requests do not include the following:
  - Major rebrand changes
  - New pages
  - Content changes
  - Addition of separate sections where it does not make for BI display
  - Additional images
  - Additional customization

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**Module Change**

Styling changes should be limited to a kit. Module layout & style change is out of scope.

**UI/UX**

- **$32.83**
  - **$32.83**

### Rebrand Timeline/Phases

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>1 week</td>
</tr>
<tr>
<td>Development</td>
<td>1 week</td>
</tr>
<tr>
<td>Site Acceptance Period</td>
<td>1 week</td>
</tr>
<tr>
<td>Site Deployment</td>
<td>1 day</td>
</tr>
</tbody>
</table>

- **Planning Phase**
  - Client provides Q4 with a list of brand colors and styles to include in the design.
  - Q4 provides a design layout for approval.
  - Client approves the design layout.

- **Building Phase**
  - Q4 builds the design using Figma, Sketch, or Adobe XD.
  - Q4 delivers a beta version of the new site.

- **Deployment Phase**
  - Q4 deploys the new site and provides training to the client.

- **Approve to Launch**
  - Q4 deploys the new site and provides training to the client.

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**XV: ABCD $7.21 + 0.8 ( + 4.88% )**

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**TSA: N Y S E :  A B C D**

**Q4 Rebrand Timeline/Phases**

Please refer to the above timeline for a guide to the timeline and cost of the rebrand. See details below for more information.

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**Upcoming Events**

- TBA: Event Name

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**Latest News**

- Event Title
  - Event Date (Month Day, Year)
  - Latest News
  - News Article

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**In & Out of scope Items**

- Module layout & style change is out of scope.

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**Color Replacement**

- New Text Fonts
- New Sites
- New colors
- New fonts

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**Module Change**

Styling changes should be limited to a kit. Module layout & style change is out of scope.

- **UI/UX**
  - **$32.83**

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**Q4 Rebrand Timeline/Phases**

Please refer to the above timeline for a guide to the timeline and cost of the rebrand. See details below for more information.