

The Scope Creep & Change Order Tracker

Every "quick extra thing" a client asks for either gets billed or gets absorbed for free. This file makes sure it's a decision, not an accident.

Live

DASHBOARD

3

CONNECTED SHEETS

Dashboard (shown in full)

This is the number most freelancers never see until tax season — revenue given away for free, right next to what actually got billed.

Dashboard.xlsx				
TOTAL CHANGE REQUESTS	APPROVED & BILLED	PENDING	REVENUE RECOVERED	
2	1	1	\$150	
Metric			Value	
Revenue given away for free			\$0	
Revenue still pending approval			\$75	
Average change order size			\$150	
Total original project value on file			\$2,750	

Change Request Log (sample)

Log every extra ask the day it happens — the decision and price get recorded before it's forgotten or quietly absorbed for free.

Change Request Log.xlsx				
Date	Description	Decision	Price	Status
06/15	3rd logo concept beyond the 2 agreed	Bill as extra	\$150	Approved
06/22	Social media avatar sizes	Bill as extra	\$75	Pending

WHAT THE FULL LOG ADDS

30 editable rows, dropdowns for Decision and Approval Status, and automatic color-coding so overdue and pending items stand out at a glance.

Scope Baseline Sheet

Log the original agreed deliverables, hours, and price per project — the anchor everything in the Change Request Log measures against.

PREVIEW

Like what you see?

Get the full tracker.

This preview showed the Dashboard in full and a 2-row sample of the Change Request Log. Here's what's waiting in the full version:

- ✓ Full Change Request Log with 30 editable rows
- ✓ Scope Baseline sheet — your measuring stick for every project
- ✓ Automatic chargeback-style revenue tracking
- ✓ Start Here guide covering exactly how the sheets connect

GET THE FULL SCOPE TRACKER →

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