YOUR BUSINESS NAME OR LOGO

VARIATION ORDER

Sign before the work starts

JOB	CLIENT	SITE ADDRESS	CONTRACT / REF
VARIATION NO. V-	**DATE AND TIME ASKED FOR**	**ASKED FOR BY (NAME AND ROLE)**	**HOW IT WAS ASKED FOR** ☐ In person ☐ Phone ☐ Email / text ☐ Drawing

WHAT WAS ASKED FOR

WHERE ON SITE _____ DRAWING OR INSTRUCTION REF. _____

THE WORK: WHAT IS INCLUDED, AND WHAT IS NOT

COST AND TIME

ITEM	DETAIL	AMOUNT
Labour		
Materials		
Plant and hire		
Subcontract		
Other		
	Subtotal	
	VAT / GST	
	Total	

EXTRA TIME _____ working days

NEW COMPLETION DATE _____

PRICE BASIS

- ☐ Fixed price
- ☐ Daywork rates, as the contract
- ☐ Estimate, final price to follow

PAYMENT

- ☐ With the next payment
- ☐ When this work is finished

CLIENT APPROVAL

I confirm I asked for this extra work.

I agree to the price and time shown above.

CLIENT SIGNATURE

NAME _____ POSITION _____

DATE AND TIME _____

FOR THE CONTRACTOR

NAME _____

DATE _____ ☐ Copy given to client

VARIATION REGISTER every variation on the job, in order

NO.	DATE	DESCRIPTION	ASKED FOR BY	PRICE	EXTRA DAYS	SIGNED	STATUS
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Total approved _____ _____

Status: Draft · Awaiting signature · Approved · Rejected · Withdrawn