

Variation order

✓ Check your contract for who can instruct a change and any notice period.

Project		Contract	
Variation number		Date raised	
Raised by		Instruction reference	

1. What is changing

Describe the change against the original scope. Attach drawings or marked-up photos.

2. Why

Who asked for it and why: a client request, a design change or something found on site.

3. Drawings and documents affected

Drawing or document	Revision	Note

4. Effect on the programme

Extra working days	Activities affected	Effect on the completion date

5. Cost of the change

Say how it's valued: contract rates, a quotation or daywork.

	Description	Amount (£)
Labour		
Materials		
Plant		
Subcontract		
Preliminaries		
Overheads and profit		
Total		

Agreed

Both sign before the work starts, or record why it started first.

	Name	Position	Signature	Date
Contractor				
Client or contract administrator				