

Variation Notice

No extra work proceeds until this notice is approved in writing. One variation per notice.

CONTRACT AND JOB

Variation no.	[VAR-001]	Date	[DD/MM/YYYY]
Original quote ref	[Q-0001]	Job ref / site	[JOB-1042 / site address]
Contractor	[Your business]	Customer	[Customer name]

DESCRIPTION OF THE VARIATION (WHAT CHANGED AND WHY)

[Describe the extra or changed work, and the reason: customer request, latent condition, design change, regulation. Attach photos where relevant.]

EFFECT ON PRICE

Item	Labour / materials description	Amount
1		
2		
	Variation total (excl. tax)	
	Revised contract total	

EFFECT ON TIME

Additional days required	[e.g. 2 working days]	Revised completion date	[DD/MM/YYYY]
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APPROVAL (WORK ON THIS VARIATION STARTS ONLY AFTER BOTH SIGNATURES)

Customer name		Signature		Date	
Contractor name		Signature		Date	

Free template from skedsapp.com. In SKEDS, variations are raised on the job from the field, priced by the office and approved in writing before work proceeds, all attached to the job record.