

Contract Variation #
 Project
 Site Address

Client Details
Date:
Client:
Client Representative:
Client ABN:
Contractor Details
Contractor:
Contractor Representative:
Contractor ABN:
Contact Variation Details
Contract No:
Fixed Price or Rates:
Agreed Contract Variation Value:
Agreed Extension of Time (in days):

Variation Details
Description Of & Reason for Contract Variation :
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Authorisation (circle appropriate answer)	
• Client requested works to be completed in addition to the Contract works ?	Yes/No
• Client requested works to be deleted from the Contract works ?	Yes/No
• Written Instruction received from Client to proceed ?	Yes/No
• Verbal Instruction received from Client to proceed ?	Yes/No
• Client has instructed the Contractor to proceed on a "Do & Charge" basis & the Client consents to the Contractor charging fair markets rates + 10% Margin + GST ?	Yes/No
• The Client agrees to an extension of time under the Contract ?	Yes/No
• The client has provided all necessary information to price & complete the Contract Variation ?	Yes/No
• The Client accepts responsibility to satisfy all relevant authorities compliance requirements in respect of the design implications of the Contract Variation ?	Yes/No
• Quotation for Contract Variation <i>Accepted / Rejected</i> by client ?	Accepted / Rejected
• Contract Variation approved ?	Yes/No
• Agreed Price ?	Yes/No
• Agreed Rates ?	Yes/No
Contract Variation cancelled on date: by Client. Cost incurred to date: \$.....	

Authorisation Details	
Authorised By The Contractor:	Date :
Authorised By The Client:	Date :

