

Project / Client

Variation No.

Date

Project Address

Contract / Quote Ref.

1. DESCRIPTION OF VARIATION

Describe the addition, omission, substitution or other change. Attach supporting documents where relevant.

Reason / Origin of Change

☐ Client request☐ Contractor proposal☐ Unforeseen works☐ Design change☐ Other

Supporting Information / Drawing / Quote / Photo Ref.

2. PRICE ADJUSTMENT

☐ Fixed price agreed☐ Estimated / subject to final measurement☐ Price to be confirmed before work proceeds☐ No financial adjustment

Net adjustment (excl. VAT)

VAT

Total variation (incl. VAT)

Revised contract sum

£

£

£

£

3. PROGRAMME IMPACT

☐ No change☐ Additional time required☐ Time saving

Adjustment

working / calendar days

Previous completion date

Revised completion date

Programme notes

4. PAYMENT TREATMENT

☐ Include in next valuation / stage payment☐ Separate invoice☐ Other

Payment due / stage / valuation reference

5. AGREEMENT

By signing this document, the Client and Contractor confirm their agreement to the variation described above, including the stated adjustment to the contract price and any identified effect on the construction programme. This variation forms part of the project record and should be read alongside the main building contract, quotation, drawings and specification. Except where expressly amended by this variation, the remaining terms of the original agreement remain unchanged.

DO NOT SIGN UNTIL THE SCOPE, COST AND PROGRAMME IMPLICATIONS ABOVE ARE UNDERSTOOD AND AGREED.

CLIENT

Name: _____

Signature: _____

Date: _____

FOR UK BASE CONSTRUCTION

Name: _____

Signature: _____

Date: _____