

To: _____

Date: _____

From: _____

Project: _____

Attention: _____

Contract ref: _____

NOTICE OF VARIATION

INSTRUCTION RECEIVED

Instruction given by: _____

Date / time of instruction: _____

Verbal or written: _____

Reference (email / RFI / drawing): _____

DESCRIPTION OF THE VARIED WORK

Describe what has changed from the contracted scope, where on the project, and why it is a variation.

PRICE BASIS

☐ Quotation (to follow / attached)

☐ Dayworks (dockets to be submitted)

☐ Schedule of rates

Estimated cost (excl. GST): \$ _____

Estimated time impact (days): _____

ATTACHMENTS

List photos, day labour docket references, correspondence and marked-up drawings attached to this notice.

NOTICE — NO WORK PROCEEDS AS A VARIATION UNTIL INSTRUCTED UNDER THE CONTRACT

This notice records that the work described above is considered a variation to the contracted scope. Check the variation clause in your contract for any required form, timing or approval steps, and where the value or risk is significant, obtain advice from a construction lawyer.

APPROVAL

ISSUED BY (SUBCONTRACTOR)

APPROVED BY (BUILDER / HEAD CONTRACTOR)

Name: _____

Name: _____

Date: _____

Date: _____