

Variation Order Request

A change to the works, recorded on the day it was instructed.

PROJECT	VARIATION NO.	DATE OF THIS REQUEST
CONTRACTOR	CLIENT / EMPLOYER	PRINCIPAL AGENT

1 THE INSTRUCTION

INSTRUCTED BY (NAME)	POSITION	DATE INSTRUCTED
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HOW IT WAS GIVEN:

☐ Verbally on site ☐ Site meeting ☐ Email ☐ Drawing revision ☐ Other

2 WHAT CHANGES

WHAT WAS INSTRUCTED

WHAT IT CHANGES — DRAWING NUMBER AND REVISION, OR BILL ITEM

3 COST

BASIS: ☐ Bill rates ☐ Quoted ☐ Dayworks ☐ Provisional

DESCRIPTION OF THE WORK	QTY	UNIT	RATE	AMOUNT

Total excluding VAT R

4 TIME

ADDITIONAL DAYS REQUESTED REVISED PRACTICAL COMPLETION DATE

☐ This variation has no effect on the programme

5 AGREEMENT

DECISION: ☐ Approved ☐ Approved as amended ☐ Not approved

NAME

NAME

SIGNATURE

DATE

For the contractor

SIGNATURE

DATE

For the client / principal agent

Issue this the same day the instruction was given. An unsigned request sent the same afternoon is worth far more than a signed one completed from memory months later. This form is published by siteMargin and is not a JBCC® document — JBCC publishes no variation form. Where your contract says something different, your contract wins.
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