Your logo

BUSINESS NAME

ADDRESS

PHONE AND EMAIL

WEBSITE

Variation

VARIATION NO.

DATE

QUOTE NO.

QUOTE DATE

CUSTOMER

NAME

PHONE AND EMAIL

JOB ADDRESS

ADDRESS

WHAT IS CHANGING

WHY

- [ ] Customer asked for a change
- [ ] Problem found that could not be seen when quoting
- [ ] Design or specification change
- [ ] Other: _____

EFFECT ON TIMING

EXTRA TIME NEEDED (DAYS)

NEW EXPECTED FINISH DATE

Please do not start this extra work until both of you have signed below.

Change in price (excl. VAT): extra or saving	£
VAT	£
Change in price (incl. VAT)	£
Previous contract total	£
New contract total	**£**

PAYMENT FOR THIS VARIATION

- [ ] Added to the final balance
- [ ] Paid before this extra work starts
- [ ] Other: _____

AGREEMENT

We agree to the change, price and timing above. Everything else in the original quotation stays the same.

CUSTOMER: NAME | SIGNATURE | DATE

FOR THE BUSINESS: NAME | SIGNATURE | DATE