

Variation and Extra Works Sheet

Record a change to a job at the moment it is agreed, priced and signed, instead of arguing about it at the end when nobody's account matches.

The change to the job, written down and signed before it is built — what changed, who asked, what it costs and what it does to the programme.

SIGNED AT THE TIME, NOT ARGUED AFTERWARDS

Almost every argument at the end of a job is about work somebody remembers agreeing to and somebody else does not. This sheet exists to be signed at the moment of the change rather than reconstructed afterwards. It prints no contract terms, no percentages and no entitlement — what you are owed comes from your contract, and if there is real money in it, take advice.

HOW TO USE THIS SHEET

- 1 Raise one sheet per change. A sheet covering four changes gets disputed four times.
- 2 Write who requested it and how — in person, by phone, by email — because that is the first thing questioned.
- 3 Price the change before it is built wherever you can, and say plainly when you cannot.
- 4 Get it signed before starting the work, or record in writing that you were told to proceed without a signature.

Project		Client		Contract or order ref		Variation no.	
Date raised		Raised by		Requested by		How requested	

THE CHANGE

What is being added, removed or altered, and why

COST EFFECT

Net addition or omission

Basis of the price

Price is

PROGRAMME EFFECT

Extra time claimed

New completion date

Effect on other trades

AGREEMENT

Contractor

Client or agent

Date _____

Instructions received, and anything agreed verbally