

PART 1: SAME-DAY SITE CONFIRMATION (send before you leave site)

Subject: Variation: [project name], [short description], [date]

Hi [name],

Confirming our discussion on site today ([date]) regarding [describe the change, e.g. additional GPOs to the level 2 meeting rooms / revised setout to grid B].

We are treating this direction as a variation under the subcontract. Formal notice and pricing will follow within the contract timeframes.

Unless you advise otherwise, work will proceed on that basis.

Regards,
[name]
[company]

PART 2: FORMAL VARIATION NOTICE (send within your contract's notice window)

NOTICE OF VARIATION

Contract: [subcontract title / number]

Project: [project name]

Date: [date]

To: [head contractor], Attention: [contract administrator]

1. Notice is given under clause [X] of the subcontract that the following direction constitutes a variation to the works.
2. The direction: [describe the changed work]. Directed by [name / role] on [date], [verbally on site / by email / by drawing revision no. X].
3. Effect on the works: [summary: added scope / changed materials / out-of-sequence working].
4. Price: [amount if known, ex GST / to be advised; a detailed price will follow within [X] business days].
5. Program: [no effect anticipated / an extension of time will be claimed separately if the variation delays the works].
6. [Company] reserves its rights under the subcontract and at law.

Signed: [name, position]
[company]