VARIATION SUBMITTAL

TO (Payer)	Company/Name		**FROM (Payee)**	Company/Name	
	Address			Address	
	Attention			Contact	

Project		Trade		Our Ref	
Site Location		Variation Reference		Date Received	
Variation Description				Document Reference	
Detailed description of work/explanation/reason for variation (unless stated in instruction) e.g. what was done, why the work is a variation, who instructed, how and when				**Submitted price as detailed below**	ADD / DEDUCT (Delete one) **$**

Fold

PRICE BREAKDOWN

VARIATION PRICE BREAKDOWN

Item	Description	Qty	Unit	Amount	
				Rate	Amount

Fold

TOTAL VARIATION (GST exclusive) **$**

THIS VARIATION PRICE IS SUBJECT TO THE FOLLOWING CONDITIONS:

SIGNED		**DATE**		**APPROVAL REQUESTED BY (DATE):**			

PAYER APPROVAL / ACCEPTANCE

APPROVED BY		**SIGNED**		**DATE**		**VO REF**	
COMMENTS							

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