Variation request form

FORM TEMPLATE

Name _____ Role _____ Date _____

* Required

Job or job number *

Client *

The change *

What's being added, removed or done differently.

Reason *

○ Client request ○ Hidden or unforeseen conditions ○ Design change ○ Materials unavailable ○ Other

Extra hours

_____ hours

Extra cost *

Has the client agreed in writing? *

☐ Yes ☐ No

Photos or documents

Attach: Photos or documents (PDF, JPEG or PNG)

Signature *

The details of this variation are correct.

Signature _____ Name _____ Date _____

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____