

Variation / Change Order Form

Capture scope changes so you get paid for extras (and avoid disputes).

Job + customer

Job	Customer	Date	Raised by

Change requested (what is changing?)

Reason for change

Customer request	Site condition change	Design change	Other (note)

Cost + time impact

Extra cost (ex GST)	Extra time / days	Materials included?	Labour included?

Approval

Work will not proceed on this variation until approved.

Customer name	Signature	Date	Approved by (company)