[Your business name]
ABN [00 000 000 000]
Licence no. [number]
[Phone] · [Email]

VARIATION

Variation no. [V-01]
Date raised: [date]
Quote or contract no.: [Q-0001]

JOB

Customer:	Job address:
Raised by: ☐ Customer request ☐ Found on site ☐ Other	Photos attached: ☐ Yes, numbers _____ ☐ No

WHAT'S CHANGING AND WHY

THE EXTRA (OR LESS) WORK

PRICE

☐ Fixed price for this variation	$[amount] including GST (or less work: minus $[amount])
☐ Worked out as it goes	Labour $[rate] an hour, materials at cost plus [X]%. Expected $[low] to $[high] including GST. We'll ring you before going over $[high].
New total for the job	**$[amount] including GST**

TIME AND PAYMENT

Effect on time	☐ None ☐ Adds ___ days. New finish date: [date]
When it's paid	☐ With the final invoice ☐ When this work is done ☐ Other: _____

APPROVAL

We won't start this extra work until you've approved it in writing: sign below, or reply YES to the email or text this came with.

	Name	Signature and date
Customer		
Tradesperson		

☐ Approved ☐ Not approved (we won't do this work)

For home building work, many states have rules on variations. For example, in NSW variations must be in writing, attached to the contract and signed by both parties. In Queensland the owner must agree in writing, and you can't require payment for a variation before the variation work starts. Check your state's building or fair trading regulator. General information, not legal advice.

Free variation form from LeadAI · leadai.com.au/guides/variation-form-template-tradies