

Variation Checklist

for domestic housing work



Note: this checklist won't necessarily work for commercial contracts.

Make sure you have ticked every box **before** you start work on a variation.

<input type="checkbox"/>	Determine scope of variation
<input type="checkbox"/>	Estimate cost, credits (if any) and delay to date for practical completion
<input type="checkbox"/>	Provide the owner with a written quote (Variation order) which sets out: <ul style="list-style-type: none"> ■ The change to the price for the variation ■ Any extension of time needed to do the variation
<input type="checkbox"/>	Give VO to the owner and ask them to sign it
<input type="checkbox"/>	Receive signed VO from owner (keep a copy with the signed contract)
<input type="checkbox"/>	Proceed to do variation work
<input type="checkbox"/>	Claim payment for variation as soon as it has been completed. Don't leave it until final payment claim.

Remember:

- **Ensure certainty** - Get it all in writing and don't do a variation based on a verbal quote or a verbal go ahead.
- **No over claiming** - Don't claim payment for a variation before you do the work.
- **Claim when work has been done and avoid "bill shock"** - Don't leave your claim for payment until the end of the job