VATRA
DEVELOPMENTS
Planned. Crafted. Delivered.

SAMPLE VARIATION ORDER

Every change agreed in writing before it is built

SAMPLE. One imaginary project runs through all five VATRA samples (itemised price, payment schedule and application, variation order, weekly update and aftercare), so the figures agree with each other. The figures are illustrative, are not a quotation and must not be used to budget a real project. Your own documents carry your project, your name and our bank details.

Project	**Example project: single-storey rear extension, 4 m × 5 m (about 20 m²)**
Client	**Example client**
Variation number	**VO-01**
Date raised	**Thursday 1 April 2027 (week 5)**
Requested by	**Client**
Designer consulted	**Yes, by email on 1 April 2027 (the change affects the electrical layout)**
Contract administrator's instruction	**Not applicable (no contract administrator on this example)**

THE CHANGE

Add two double sockets to the kitchen island, wired under the floor before the screed, and update the Layout Sign-Off to Rev B.

WHY

Client request after the kitchen layout was finalised.

COST	AMOUNT (£)
2 nr additional double sockets at £122.50 each (rate from "Rates for changes" in the itemised price)	245.00
Total for this change, including VAT	**245.00**
Of which VAT at 20%	40.83
New total agreed price	57,911.00

PROGRAMME	EFFECT
Effect on completion date	0 days
Completion date	Monday 21 June 2027 (no change)

Every change is agreed in writing before it is built. Work on this change starts only after it is signed by you below (or instructed in writing by the contract administrator, where one is appointed). The total agreed price and completion date are adjusted as shown. It is paid with the next stage payment.

CLIENT	FOR VATRA DEVELOPMENTS LTD	CONTRACT ADMINISTRATOR (IF APPOINTED)
Signature and date (example: signed 2 April 2027)	*Director's signature and date*	*Signature and date*