VATRA
DEVELOPMENTS
Planned. Crafted. Delivered.

# SAMPLE WEEKLY UPDATE

A written update every week, with photos at key stages

**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)** |
| Week | **Week 6 of 16** |
| Date | **Friday 9 April 2027** |
| Programme status | **On track: completion still Monday 21 June 2027** |

## DONE THIS WEEK

- Temporary props in; steel beam installed on its padstones, checked against the engineer's drawings and released by our Temporary Works Coordinator.
- Building Control checked the steel and bearings on Wednesday: passed.
- Cavity walls finished to roof level; wall ties, cavity trays and closers photographed before the roof goes on.

## NEXT WEEK

- Roof joists, deck, insulation and covering (stage 8).
- Rooflight upstands formed ready for your rooflights.

## DECISIONS WE NEED FROM YOU

| DECISION | NEEDED BY |
|---|---|
| Kitchen floor tile choice | Fri 23 April 2027 (week 8) |
| Bi-fold frame colour confirmed with your supplier | Fri 16 April 2027 (week 7) |

## ITEMS YOU SUPPLY

| ITEM | ON SITE BY |
|---|---|
| Two rooflights | Mon 19 April 2027 (week 8) |
| Bi-fold doors | Tue 4 May 2027 (week 10) |

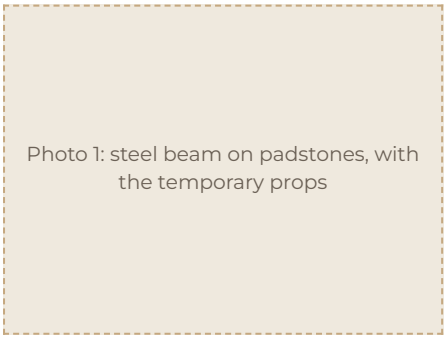
## CHANGES TO DATE

| VARIATION | STATUS | £ INC. VAT |
|---|---|---|
| VO-01: two extra double sockets on the island | Signed 2 April 2027 | 245.00 |

## MONEY

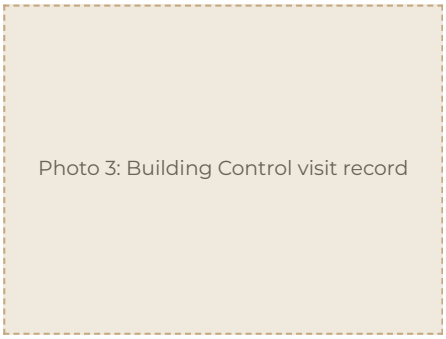
| | |
|---|---|
| Paid to date (deposit and Payment 1) | 12,686.52 |
| Next: application 2 when stages 5 to 7 are signed off (expected end of week 7) | 17,544.80 |

## KEY-STAGE PHOTOS THIS WEEK










In your real update, these are dated photos of your own build, taken before anything is covered up. No people, house numbers or number plates are shown.