[Your company name and logo]

Confirmation of Verbal Instruction

Written confirmation of an instruction given on site

To		**From**	
Project		**Contract**	
CVI number		**Date of this confirmation**	
Instruction given by		**Date and time given**	

1. Instruction received

[Record the instruction exactly as it was given, where and to whom.]

2. Work affected

[Drawings, areas or items affected.]

3. Effect on cost and time

[State whether you expect the instruction to change the price or the time for completion. This confirmation is without prejudice to any notice required under the contract.]

4. Request

Please confirm this instruction in writing as required by the contract. If we do not hear otherwise within [number] days we will proceed on the basis set out above.

Sign off

Role	Name	Signature	Date
Contractor			
Confirmed by (Client or Contract Administrator)			

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.