[Your company name]

Variation and Change Register

Instructions, quotations and agreed values for every change

Project	
Contract	
Client or main contractor	
Prepared by	
Register date	

Var ref	Instruction ref	Date instructed	Description	Instructed by	Quoted value	Agreed value	Status	Time effect (days)	Value in CVR	Notes
V001										
V002										
V003										
V004										
V005										
V006										
V007										
V008										
V009										
V010										
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V052										
V053										
V054										
V055										
V056										
V057										
V058										
V059										
V060										
			Totals		**0.00**	**0.00**			**0.00**	

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

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How to use this register

Log every instruction as soon as it is received, even before it is priced.

Record the quoted value, then the agreed value once settled. The CVR column uses the agreed value where there is one.

Note any time effect so it can support an extension of time or compensation event.

Review the register with the commercial team every month.

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legal advice.

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