P118 – VARIATION DIRECTION

(Subclause 22.1)

DATE: [INSERT DATE OF NOTICE]

TO CONTRACTOR: [INSERT CONTRACTOR NAME]

PROJECT NAME: [INSERT PROJECT/CONTRACT NAME]

CONTRACT No.: [INSERT CONTRACT NUMBER]

VARIATION No.: [INSERT PROPOSED VARIATION NUMBER] – [INSERT PROPOSED VARIATION NAME]

The Contractor is directed to vary WUC as follows:

|  |
| --- |
| [SPECIFY CLEARLY THE PROPOSED WORK TO BE VARIED AND HOW IT WILL BE VARIED] |

Please proceed with the variation work as soon as possible.

[OPTION A – QUOTATON PROVIDED AND ACCEPTED: PRINCIPAL TO DELETE THIS PARAGRAPH IF NOT APPLICABLE] The agreed price for the variation is $[INSERT AGREED PRICE, NOTING WHETHER GST INCLUSIVE OR EXCLUSIVE] as detailed in your quotation dated [INSERT DATE OF QUOTATION]

[OPTION B – NO QUOTATION PROVIDED: PRINCIPAL TO DELETE THIS PARAGRAPH IF NOT APPLICABLE] Please supply sufficient details of your price for such variation by [INSERT REASONABLE TIME] to enable us to try to reach agreement on the variation price, failing which the variation will be priced under subclause 22.2 of the General Conditions of Contract.

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| 1. Signed by the Principal: |  |
|  |  |
| 1. Signature |  |
|  |  |
| 1. Name |  |
|  |  |
| 1. Date |  |

|  |  |
| --- | --- |
| [REMOVE BEFORE SENDING] Notes: | |
| a) | The variation directed must be of a character and extent contemplated by the Contract and be capable of being carried out under the Contract. |
| b) | This direction can only be given prior to the Date of Practical Completion. |
| c) | As to service of Form P118, refer to clause 4. |