

SITE SURVEY REPORT

Construction variation order template

Prepared for	Example Works - fictional (fictional)
Date	9 Oct 2026
Site	Example Works - fictional
Prepared by	Example coordinator

FORM

Construction variation order template

1. Scope and reference

Project or site	Example Works - fictional
Record reference	VO-014
Record date	9 Oct 2026
Prepared by	Example coordinator
Work area or asset location	Area A
Contract reference	Example contract C-01
Original scope or drawing reference	Layout A-101 revision B
Change requested by	Example client representative

2. Proposed change

Type of change	Combination
Proposed added, omitted or altered work	Add a partition and omit the superseded finish.
Reason for change	Revised room layout requested.

3. Proposed impacts

Is a cost proposal available?	Yes
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Proposed cost items 1: Partition proposal

Item description	Partition proposal
Cost direction	Addition
Proposed amount excluding tax	800
Currency	GBP

Proposed cost items 2: Omitted finish

Item description	Omitted finish
Cost direction	Omission

Proposed amount excluding tax	100
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Currency	GBP
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Cost assumptions, exclusions and tax treatment	Illustrative amounts only; tax excluded.
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Is a time impact proposed?	Not yet known
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Proposed effect or information still required	Programme effect to be assessed.
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Amounts are entered proposals, not an automatically calculated contract valuation. Record additions and omissions separately.

4. Recorded decision

Decision status	Under review
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Use the notice, instruction and authorisation process required by the project contract. Completing this record does not by itself satisfy those requirements.

5. Next action

Action to take or no-action explanation	Obtain the authorised decision and programme assessment.
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Responsible person	Example commercial lead
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Record acknowledged by	Example commercial lead
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Acknowledgement	
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Example commercial lead