Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	**[delete** as applicable: CCS / Buyer**]** ("**CCS**" "**the Buyer"**) And **[insert** name of Supplier**]** (**"the Supplier"**)
Contract name:	**[insert** name of contract to be changed] **("the Contract")**
Contract reference number:	**[insert** contract reference number]
Details of Proposed Variation	
Variation initiated by:	**[delete** as applicable: CCS/Buyer/Supplier]
Variation number:	**[insert** variation number]
Date variation is raised:	**[insert** date]
Proposed variation	
Reason for the variation:	**[insert** reason]
An Impact Assessment shall be provided within:	**[insert** number] days
Impact of Variation	
Likely impact of the proposed variation:	**[Supplier to insert** assessment of impact]
Outcome of Variation	
Contract variation:	This Contract detailed above is varied as follows: ● **[CCS/Buyer to insert** original Clauses or Paragraphs to be varied and the changed clause]

Financial variation:	Original Contract Value:	£ **[insert** amount]
	Additional cost due to variation:	£ **[insert** amount]

	New Contract value:	£ **[insert** amount]

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by **[delete** as applicable: CCS / Buyer**]**

2. Words and expressions in this Variation shall have the meanings given to them in the Contract.

3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the **[delete** as applicable: CCS / Buyer**]**

Signature	
Date	
Name (in Capitals)	
Address	

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature	
Date	
Name (in Capitals)	
Address	