

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)

<u>Contract Details</u>		
This Variation is between:	[Enter the full Buyer name] (“the Buyer”) And [Enter the full Supplier name] (“the Supplier”)	
Contract name:	[Enter the name of the Contract to be varied] (“the Contract”)	
Contract reference:	[Enter the Contract reference number]	
<u>Details of Proposed Variation</u>		
Variation initiated by:	[Enter full Buyer or Supplier name] (“Buyer” / “Supplier”)	
Variation number:	[Enter Variation number]	
Date Variation is raised:	[Enter date]	
Proposed Variation:	[Enter details of the proposed Variation]	
Reason for the Variation:	[Enter the reason for the Variation]	
An Impact Assessment shall be provided within:	[Enter details of the impact of the proposed Variation, i.e. days or enter N/A where there will be no proposed impact]	
<u>Impact of Variation</u>		
Likely impact of the proposed Variation:	[Supplier to enter assessment of the impact of the proposed Variation]	
<u>Outcome of Variation</u>		
Contract Variation:	The Contract detailed above is Varied as follows: <ul style="list-style-type: none"> [Buyer to detail the original Clause(s) or Paragraphs to be Varied and the changed Clause(s) or Paragraph] 	
Financial Variation:	Original Contract Value:	£ [value]
	Additional cost due to Variation:	£ [value]
	New Contract value:	£ [value]

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 the Buyer
2. Words and expressions in this Variation shall have the meaning given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

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

Signature:	
Date:	
Name:	
Role Title:	

Signed by an authorised signatory for and on behalf of the Buyer.

Signature:	
Date:	
Name:	
Role Title:	