|  |
| --- |
| Letter to variation |
| Insert subtitle of fact sheet maximum one line |

|  |
| --- |
|  |

|  |
| --- |
| INSTRUCTIONS FOR USING THIS DOCUMENT (THIS PAGE IS TO BE DELETED BEFORE SENDING TO SUPPLIER): This is a Letter of variation for use with the standard form Government contract for the purchase of Goods and Services. It is to be executed by the Supplier, if agreed.The Customer needs to fill out all yellow highlighted sections with details of the Customer’s requirements. To assist Customers, the template includes examples of how to set out any variations.The Customer is to finalise the document in the form of a letter on letterhead, and delete all highlighting before giving the Supplier the Letter of variation. |

**<<Print on Customer/Principal letterhead>>**

Dear <<Supplier contact name>>

**Variation to <<Contract title and reference number>>**

This letter seeks your acceptance of the variation of the Contract on the terms set out below.

## General information

| No. | Topic | Details |
| --- | --- | --- |
|  | **Customer/Principal** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Supplier** | Name: <<insert>> ABN or ACN: <<insert>> |
|  | **Contract** | Contract title: <<insert>>Contract reference number: <<insert>> |

## Contract variations

In consideration of the parties’ mutual promises and for other good and valuable consideration, the parties agree to vary the Contract as follows:

<<set out the Contract variations>>

<<Here are some examples of how you might set out the variations:

<<Example 1 - “*Clause [no.] is deleted and replaced with the following*:

[insert new clause]” >>

<<Example 2 – “*Clause [no.] is amended as follows*:

[insert existing clause showing changes. Underline new text. ~~Strikethrough~~ deleted text]>>

<<Example 3 – “*Insert new clause [no.] as follows*:

[insert new clause]>>

<<Example 4 - Insert a table setting out the amendments>>

|  |  |  |
| --- | --- | --- |
| **Clause no./ref** | **Amended as follows:** | **Reason for amendment** |
| [insert] | [insert details of amendment] |  |

## Acknowledgment

If the Supplier agrees to the variations, please sign below and return it to <<name>> by email to <<email address>> in a scanned format.

If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>

Yours sincerely

<<Customer/Principal signature block>>

**Supplier’s Agreement**

<<Supplier name>> agrees to the variations detailed in this letter.

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| Date ……………………………………..**EXECUTED** for and on behalf of: Name of **Supplier**by its authorised representative, in the presence of: Signature of witness Name of witness (block letters) Address | ))))))))))))))) |  Signature of authorised representativeBy executing this agreement the signatory warrants that the signatory is duly authorised to execute this letter of variation on behalf of the Supplier  Name of authorised representative (block letters) Position of authorised representative |

 |