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| **Contractor** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

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| Description | Contractors Claim (CC) | Claim Assessment | Variation Order (VO) |  | Date Closed Out |
| CC No. | Date Received | Amount | Approved Amount | Rejected Amount | Date Issued | VO No. | Amount | Date Issued | Variation Type,for example, latent condition, scope change |
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| TOTAL VARIATIONS ORDERED |  |  |  |  |  |  |  |  |  |  |  |