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| **Contractor’s Representative** | [Insert text here] | **Date** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Variation Number** | [Insert text here] | | |

Description of Variation (in brief, include references to previous relevant correspondence and variation type, for example, latent condition, scope change, and so on)

[Insert text here]

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| Sch. | Item | Description of Work | Unit | Qty | Rate | Amount | |
| Extra | Deduction |
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| **Subtotal** | | | | | |  |  |
| **Nett Value this Variation** | | | | | |  |  |