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| **C6931** | **Contract Number:** | Type here |
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| To | Type here | PPV number | Type here |
| Email/fax number | Type here |
| Total no. of pages | Type here |
| Attention | Type here |
| Sender’s name | Type here |
| Sender’s phone number (if transmission errors) | Type here |

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| Authorisation |
| For and on behalf of the Principal |
| Name/Position | Signature | Date |
| Type here |  | Type here |
| In accordance with Clauses 6.3.4 and 6.3.5 of the General Conditions of Contract, would you please consider the following proposed variation and advise whether it can be effected or not (giving reasons). If it can be effected please advise of any impact on the Program and give an estimate of its cost. |
| Type here |