

Contract reference _____



Change number _____

Our copy / Your copy

Cross out the one which does not apply.

Changing the work

Use this form with FMB Plain English building contracts or any other form of contract

Your name _____

Contract (site address) _____

We confirm that **we** have received (spoken, written, fax, e-mail or text) instructions on

_____ (Date) from (Name) _____

To change the work on this contract as follows.

Item number	Description of change	Price to be added to contract		Price to be taken from contract	
Total					
VAT					
Total					

We will add VAT to these prices at the rate which applies when you pay us for the changes.
Instruction to change the work confirmed. Please sign.

Your signature: _____

Our signature: _____ Date: _____

Fill in this form twice
We and **you** must both sign the two forms. **We** will keep one and **you** will keep the other.