

Strive for a Five

CONTRACT TEMPLATE F

Variation Form

Australian edition

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Free to download and use. striveforafive.com

Free to use — please read first

These templates are free, and they're a starting point, not a finished contract. They are general information only. They are not legal advice, and Strive for a Five is not a law firm.

Laws differ between states, territories and countries, they change over time, and every cleaning business and every client is different. A template can't know your situation.

Before you use, sign or send any of these documents, please have them reviewed by a qualified legal practitioner where you work. In Australia that's a solicitor or lawyer with a current practising certificate. Your state or territory law society can point you to one.

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Template F: Variation Form

Template notice. This is a template only. It is not legal advice. Both parties are encouraged to get independent legal advice before relying on it.

When to use this: Any time the scope, price, schedule or property changes during a contract, for example extra rooms, new tasks, a rate change or a new start date.

Complete one form per change, sign it, and attach it to the main agreement.

1. Details

- Variation number: _____
- Date of this form: ____ / ____ / _____
- Main agreement: _____ dated ____ / ____ / _____
- Between (Host / Operator): _____
- And (Cleaner / Contractor): _____
- Property: _____

2. What is changing

Tick all that apply:

- Scope of work (tasks added or removed) ☐
- Price or rates ☐
- Number of rooms or properties ☐
- Days, times or frequency ☐
- Supplies, linen or equipment ☐
- Staff or supervision ☐
- Term or notice periods ☐
- Other: _____ ☐

3. Description of the change

3.1 The old arrangement (what the agreement said):

3.2 The new arrangement (what will now apply):

3.3 Why the change is needed (optional):

4. Price and payment

4.1 Old price: \$_____ **New price:** \$_____ Prices are including GST ☐ excluding GST ☐.

4.2 The change is ongoing ☐ one-off ☐ for a set period ☐ until ____ / ____ / ____.

4.3 Effect on invoices: _____

4.4 Payment terms stay the same unless written here: _____

5. When it starts

5.1 The variation starts on ____ / ____ / ____.

5.2 Work already done before this date is paid at the old rates and terms.

6. Everything else stays the same

6.1 Everything in the main agreement not changed by this form continues to apply.

6.2 If this form and the main agreement disagree, this form applies to the item described above.

6.3 This variation takes effect only when both parties have signed or confirmed it in writing. A reply email saying "I agree to Variation No. ____" counts as confirmation.

7. Signatures

The Host / Operator

Signature: _____ Date: ____ / ____ / ____

Print name: _____

The Cleaner / Contractor

Signature: _____ Date: ____ / ____ / ____

Print name: _____