

INVESTMENT SUMMARY – VARIATION FORM V2.0

VARIATION VALUE IS	EMAIL RECIPIENTS
<input type="checkbox"/> Up to \$2000 - OPS to complete	Send to: BS2 CC: Jason, BDM, Admin Team
<input type="checkbox"/> Over \$2000 - SALES to complete (JK or TB to approve)	Send to: Jason, Terence CC: CSM, Admin Team

SITE DETAILS

COMPANY NAME		
CONTRACT NAME		
SITE ADDRESS		
SITE CONTACT - NAME		
SITE CONTACT DETAILS	PHONE	EMAIL

VARIATION SUMMARY

VARIATION EFFECT	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	VARIATION VALUE	
EFFECTIVE DATE		OLD ANNUAL VALUE	
VARIATION TYPE		NEW ANNUAL VALUE	

COST SCHEDULE

CLEANING FREQUENCY	CLEANS PER		
CLEANING DAYS	<input type="checkbox"/> Su <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa		
PUBLIC HOLIDAYS	<input type="checkbox"/> INCLUDED <input type="checkbox"/> EXCLUDED <input type="checkbox"/> TO BE REPLACED EITHER SIDE		
TIME OF DAY	BETWEEN &		
ACCESS	<input type="checkbox"/> KEY <input type="checkbox"/> CARD <input type="checkbox"/> ALARM <input type="checkbox"/> ACCESS VIA STAFF <input type="checkbox"/> OTHER		
VARIATION NOTES			
REQUESTED BY	NAME		PHONE
APPROVED BY	NAME		PHONE
CLIENT ACCEPTANCE ATTACHED	<input type="checkbox"/> Yes <input type="checkbox"/> No	DATE SIGNED	

☐ SECTION COMPLETE COMPLETED BY: _____ DATE: _____

OFFICE USE ONLY

CSM		BDM		F-REF	
FAS	<input type="checkbox"/> CONTRACTS UPDATED <input type="checkbox"/> NEW SPECS UPLOADED <input type="checkbox"/> DEDUCTIONS RAISED <input type="checkbox"/> INVOICES RAISED				
SF	<input type="checkbox"/> VALUE AND DESCRIPTION UPDATED				
FRA	<input type="checkbox"/> CONTRACT ACCEPTANCE RAISED <input type="checkbox"/> SIGNED ACCEPTANCE RECEIVED				DATE
OPS EMAIL	<input type="checkbox"/> PRICING SCHEDULE <input type="checkbox"/> NEW SPECS <input type="checkbox"/> CONTRACT ACCEPTANCE				DATE