

APPROVED BY

ON DATE:

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			
<input type="checkbox"/> 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