GMC Contract Variation – SERVICES

User Instructions:

Prepare the Variation on letterhead OR pdf letter sent by e-mail OR as an e-mail

Click or tap on the light grey text to put in your answers

Delete blue (instruction) text when finished

# Contract Variation Insert number

**Buyer**: Insert the name of the Buyer and NZBN

**Supplier**: Insert the name of the Supplier and NZBN

**Contract**: Insert short title/name for Contract for services

**Contract reference number**: Insert number, if applicable

**Contract dated**: Select the date the original contract was signed—if 2 dates, choose the later

# Variation

The Buyer and the Supplier are Parties to the Contract.

The Parties agree to vary the Contract. The scope of the Variation is set out in the attached Schedule of Changes. The Variation is effective from the Effective Date stated in the Schedule of Changes.

Subject to the changes made in any Variation, the terms and conditions of the original Contract remain in effect.

Words used but not defined in this Variation have the same meaning as they do in the Contract.

# Acceptance

| Signed for and on behalf of the Buyer: | Signed for and on behalf of the Supplier: |
| --- | --- |

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) |
| --- | --- |

| Name: | Insert name | Name: | Insert name |
| --- | --- | --- | --- |
| Position: | Insert position | Position: | Insert position |
| Date: | Select date | Date | Select date |

# Schedule of Changes

**Effective Date**: Select the date the Variation is effective from

## Changes

Here are some suggested options. Choose the relevant option(s) or create your own new ones. Remember to delete remaining option/s that don’t apply.

## Changes to Schedule 1

### 1. Change to End Date

1.1. The End Date as stated in Schedule 1 is amended to Select new end date

### 2. Change to description of Services

2.1 The description of the Services stated in Schedule 1 is amended as follows:

* Detail the changes to the service

### 3. Change to quality of Services

3.1 The performance standards described in Schedule 1 is amended as follows:

* Detail the changes to the performance standards

### 4. Change to delivery dates

4.1 The delivery dates described in Schedule 1 are amended as follows:

* Detail the changes to the delivery dates

### 5. Change to Price

5.1 The Charges stated in Schedule 1 are amended as follows:

* Detail changes to Fees, Expenses, or Daily Allowances

### 5.2 The total Charges now due under the Contract are:

| Total Charges in original contract | $Insert amount |
| --- | --- |
| Additional Charges - Variation #1 | $Insert amount |
| Additional Charges - Variation #1 | $Insert amount. |
| Total cumulative Charges | $Insert amount |

Copy and paste to add lines if more than two Variations

### 6. Change to Supplier’s Approved Personnel

6.1 The Supplier’s Approved Personnel are changed follows:

* Detail personnel who are being replaced by new personnel, or addition personnel being added to the contract

## Changes to Schedule 2

### 7. Change to Contract Terms and Conditions

7.1 Schedule 2 Standard Terms and Conditions is amended as follows: Delete what does not apply

* Clause number is deleted and replaced with the following wording:  
  Insert new wording
* An additional clause is added as follows:  
  Insert new wording