

TEMPLATE

Contract extension and variation letters

Introduction

The following 5 templates can be copied and pasted into individual documents as necessary:

- letter to vary a contract
- letter to extend a contract (under an existing option)
- letter to extend a contract (without an existing option)
- letter to vary and extend a contract
- letter to waive contractual obligations.

Fields should be completed and appropriate public authority branding applied.

All values reported must be GST inclusive.

Definitions of terms can be found in the Procurement Glossary.

Additional guidance can be found other instructional resources provided by Procurement SA.

For further assistance or peer review contact your public authority's procurement team in the first instance.

**Variation of contract**

Select date

Mr/Ms/Mrs Initial Surname

Title

Organisation

Street address

SUBURB STATE Postcode

Email address

Dear Mr/Ms/Mrs Surname

RE: VARIATION OF AGREEMENT - Contract name and number

I refer to the agreement between public authority (Government Party) and organisation dated insert date for insert short description of contract (Contract).

I confirm that the parties have agreed to vary the Contract as follows:

1. Insert required variation (eg. clause X is deleted and replaced with new clause X; the words “previous words” are deleted and replaced with the words “new words” in clause X; Schedule X is deleted and replaced with the new Schedule X included as an annexure to this letter).

The parties further agree that in all other respects the terms and conditions of the Contract shall continue to apply without variation.

In consideration of the grant of this variation by the Government Party, you will pay a variation fee of \$1.10 (GST inclusive) if demanded by the Government Party.

Please signify your agreement to the variation by signing and returning the duplicate of this letter.

Yours sincerely

Name and title of authorised delegate

Organisation hereby agrees to vary its Contract dated insert date with the Government Party on the terms specified in this letter.

Signed for and on behalf of organisation

.....

Date: [dd/mm/yyyy]

[Name and title:]

.....

Signature of Witness

.....

Name of Witness

.....

Address of Witness



Extension of contract (existing option)

Select date

Mr/Ms/Mrs Initial Surname
Title
Organisation
Street address
SUBURB STATE Postcode
Email address

Dear Mr/Ms/Mrs Surname

RE: EXERCISE OF EXTENSION RIGHT - Contract name and number

I refer to the agreement between public authority (Government Party) and organisation dated insert date for insert short description of contract (Contract).

I confirm that Choose an item. the Contract in accordance with clause insert clause reference. Therefore, the extended term will commence on insert date and expire on insert date.

The parties further agree that in all other respects the terms and conditions of the Contract shall continue to apply without variation.

Choose an item.

Yours sincerely

Name and title of authorised delegate

Organisation Choose an item. insert date Choose an item.

Signed for and on behalf of organisation

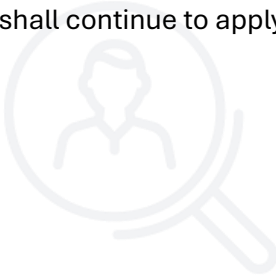
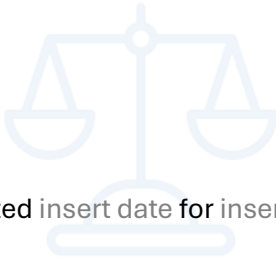
.....
[Name and title:]

Date: [dd/mm/yyyy]

Signature of Witness

.....
Name of Witness

.....
Address of Witness





Extension of contract (no existing option)

Select date
Mr/Ms/Mrs Initial Surname
Title
Organisation
Street address
SUBURB STATE Postcode
Email address

Dear Mr/Ms/Mrs Surname

RE: EXTENSION - Contract name and number

I refer to the agreement between public authority (Government Party) and organisation dated insert date for insert short description of contract (Contract).

I confirm that the parties have agreed to vary the Contract by extending the term by insert period with the extended term to commence on insert date and expire on insert date.

The parties further agree that in all other respects the terms and conditions of the Contract shall continue to apply without variation.

In consideration of the grant of this extension by the Government Party, you will pay a variation fee of \$1.10 (GST inclusive) if demanded by the Government Party.

Please signify your agreement to this extension by signing and returning the duplicate of this letter.

Choose an item.

Yours sincerely

Name and title of authorised delegate

Organisation hereby agrees to extend its Contract dated insert date with the Government Party on the terms specified in this letter.

Signed for and on behalf of organisation

.....

Date: [dd/mm/yyyy]

[Name and title:]

.....

Signature of Witness

.....

Name of Witness

.....

Address of Witness

**Extension and variation of contract**

Select date

Mr/Ms/Mrs Initial Surname

Title

Organisation

Street address

SUBURB STATE Postcode

Email address

Dear Mr/Ms/Mrs Surname

RE: EXTENSION AND VARIATION OF AGREEMENT - Contract name and number

I refer to the agreement between public authority (Government Party) and organisation dated insert date for insert short description of contract (Contract).

I confirm that the parties have agreed to vary the Contract as follows:

1. Extend the Contract by insert period with the extended term to commence on insert date and expire on insert date.
2. Insert required variation (eg. clause X is deleted and replaced with new clause X; the words “previous words” are deleted and replaced with the words “new words” in clause X; Schedule X is deleted and replaced with the new Schedule X included as an annexure to this letter).

The parties further agree that in all other respects the terms and conditions of the Contract shall continue to apply without variation.

In consideration of the grant of this variation by the Government Party, you will pay a variation fee of \$1.10 (GST inclusive) if demanded by the Government Party.

Please signify your agreement to the extension and variation by signing and returning the duplicate of this letter.

Yours sincerely

Name and title of authorised delegate

Organisation hereby agrees to extend and vary its Contract dated insert date with the Government Party on the terms specified in this letter.

Signed for and on behalf of organisation

.....

Date: [dd/mm/yyyy]

[Name and title:]

.....

Signature of Witness

.....

Name of Witness

.....

Address of Witness