22 / SHORT / STANDALONE EDITION

Additional Services and Fee Variation Order

A concise, editable client-facing precedent for selection, review and execution.

ENGLAND & WALES | ORIGINAL EDITABLE PRECEDENT | NOT AN OFFICIAL RIBA OR ARB CONTRACT

Complete all placeholders and check the appointment, insurance, competence and statutory dutyholders. Sign only ONE edition for a project. The detailed edition is not an automatic addendum to the short one.

Practice / contracting party	[Full legal name] trading as [trade name] OR [registered company name and number] — SELECT ONE
Business address	[Service / trading address]
Client / counterparty	[Full legal name, address, business or consumer status]
Project / premises	[Project title / postal address / reference]
Services and deliverables	[Schedule A and drawing / report issue list]
Commencement / milestones	[Start date; issue dates; dependencies]
Fees / VAT / expenses	[£ fixed fee / £ hourly; VAT status; approved expenses]
Invoicing / payment	[Milestones; due date; payment method]
Insurance / liability position	[Insurer; PI policy; limit; exclusions and legal review]
Original appointment reference	[NUMBER / DATE]
Variation order reference	[VO-001]
Total fee change	[+/- £]

Purpose and limited use

A bilateral, project-specific amendment to an existing signed architectural design appointment.

Parent agreement

This Variation Order supplements the agreement dated [DATE] between [PARTIES]. Except as expressly varied below, the original terms remain in force. In the event of conflict, the specific alteration agreed in this Order prevails as to the subject matter only.

Changed work

Original requirement: [DETAILS]. Added or removed services: [DETAILS]. Deliverables and drawing revisions: [DETAILS]. Excluded extra work: [DETAILS].

Financial consequences

Agreed additional / reduced fee: [£], basis: [FIXED / HOURLY], payment dates: [DATES], VAT status: [STATUS], third-party expenses: [CAP]. No further variation is authorised by this form.

Time consequences

Revised issue and completion dates: [DATES]. Identify downstream effect on consultants, planning submissions and programme: [DETAILS].

Client approval

The client confirms sufficient authority and approves the stated additional cost before commencement. The designer will not undertake the extra work until both parties have accepted this order.

Execution / acceptance

This form is a draft until completed and expressly agreed. Signatures below are evidence of acceptance; a contract may otherwise arise under applicable law through conduct or other valid acceptance, so avoid beginning services before final terms are settled.

For the practice: Name _____ Capacity _____ Date _____

For the client / counterparty: Name _____ Capacity _____ Date _____

Signed agreement reference: _____ Version / schedules attached: _____

Note: this is an original practice-specific drafting aid informed by public professional guidance. It is not issued, endorsed or licensed by RIBA or approved by ARB. Obtain appropriately qualified legal and insurance review before issuing for signature.