[Goods and Services procurement templates - Letter - Price or non-price variation approval]

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

# Approval of Price Variation *[or]* Variation of Head Agreement/Customer Contract

# head Agreement/Customer Contract Number [Number] for [Details as per title of Head Agreement/Customer Contract]

*[Option 1: Use the following paragraphs for price variations within the agreed terms and conditions for the Head Agreement/Customer Contract]*

The [State Agency name] has approved your application dated [Day Month Year] for a price variation in accordance with the terms and conditions of the Head Agreement/Customer Contract.

The new Head Agreement/Customer Contract prices shown below/attached are effective from [Day Month Year]. All other terms and conditions remain unaltered.

*[Insert prices here or attach to letter]*

*[Option 2: Use the following paragraphs for all other contract variations (including extraordinary price variations).]*

In an email/letter dated [Day Month Year], you/[sender full name] advised that [contractor organisation name] wishes/is willing to vary this Head Agreement/Customer Contract.

Therefore, the [State Agency name] hereby varies Head Agreement/Customer Contract number [number] for [details as per title of Head Agreement/Customer Contract] as follows/attached:

* *[Insert details of the contract variation, or attach to letter]*

This variation is effective from [Day Month Year]. All other terms and conditions remain unaltered.

*[Include the following paragraphs as appropriate, whether option 1 or 2 is used]*

Users will be advised of the change and the Buyers Guide will be updated accordingly as of the effective date of this variation. *[Delete if not applicable]*

If you have any queries please contact [name of contract manager], telephone (08) [phone number].

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]*