

CONFIRMATION RECORD

REF. NO.: _____

Contract No.: _____

Site _____

CONFIRMATION OF (* VERBAL INSTRUCTION (* SITE INSTRUCTION (* SITE RECORD (* REQUEST FOR INFORMATION * Delete that which is not applicable	
Location	Date given
1. DESCRIPTION OF INSTRUCTION OR WORK RECORDED OR INFORMATION REQUIRED	
2. SKETCH - Position and details	
3. WORK EXECUTED AND QUANTITIES	
4. DATE WORK COMMENCED	
DATE WORK COMPLETED	
DATE INFORMATION REQUIRED BY	
5. EFFECT ON OTHER WORK (Design etc.)	
SIGNED:	SIGNED:
DATE:	DATE:
For BBBL	For Architect

Should the above constitute a variation, adjustment shall be made in accordance with the variation and extension of time clauses in the contract,