

EXTRA WORK

Your business name

Phone

Email

JOB

Client

Job address

Original quote no.

Extra work no.

Date

WHAT IS EXTRA

What the client asked for, or what was found

Why it was not in the quote

Description	Qty	Unit price	Price

Subtotal

VAT

Total for this extra work

Extra days on the job

New finish date

Payment due

AGREED BEFORE THE WORK STARTS

I ask for this extra work at the price above. I understand it is not part of the original quote.

Client name

Signature

Date

Your name

Signature

Date