

VARIATION PROCESS

A Variation is work a client requests we do that HAS NOT been allowed for under the quote/estimate.

As a Registered Electrician it is your responsibility to ensure you are fully aware of what has been allowed for on the sites you work – make sure you are familiar with our standard “tag outs” for quotes/estimates

The process below must be followed on all occasions. Failure to do so may result in disciplinary action under your employment contract

All Variations to Quotes/Estimates must be requested in writing by the client BEFORE carrying out the work. This can be done by

1) Client sending an e-mail to the Project Manager (or info@dnaelectrical.co.nz) requesting we carry out the variation and what the work is we need to do (eg “please install an additional power outlet in Master bedroom to left of ensuite door”).

Note: If the client has verbally requested the additional work and acknowledges it is an extra in person or over the phone, the Project Manager should send a confirmation e-mail to the client

2) Client signing a Variations Form on iPad. If not available on “forms” on job on iPad contact the office and request, it will be through within a minute or so. Make sure the description of the variation work is thorough. Phone project manager straight away to advise variation. Client can sign form on iPad. If the client would like us to price the Variation before we do the work then DO NOT do any electrical work until they have agreed to a price (this will need to be tracked by an e-mail).

If the site will be held up then this needs to be explained to the client and ensure you let the Project Manager know so this can be managed. If the work is urgent then they may not have the luxury of a price from us first – ensure you liaise with the project manager.

AFTER VARIATION APPROVED – ELECTRICIAN

It is vitally important Variations are clearly and separately written up – what is the point of doing work and not invoicing it properly

- Create a separate note on the iPad titled “EXTRA’S/VARIATIONS”. Write up the full detail of the variation under this note and also put how much of your time on site was spent on the extra works. If you used gear from a supplier please write on this note the gear you used for the extra from the supplier so that we can split it out from quoted works gear.
- On the Job Sheet in SmartMobile add a heading “xx.xx (date) – extra’s”. Then add the van stock items below this that used for the extra’s. If used gear from wholesalers add a line item for “Gear from supplier”.
 - Variations are time intensive and administrative so ensure you are accurately capturing all of your additional time and materials on the variation work and time spent on the process

AFTER VARIATION APPROVED - OFFICE

All Variations must be noted on the main job in SmartTrade as soon as they are approved by creating an "EXTRA'S/VARIATIONS" job note detailing what the extra is. This is important as if the electrician on site forgets to note the variation it may not be picked up for billing.

- If it is to be a quoted variation then a new job is to be created called "VARIATION: <Description>".
- If the Variation is charge-up either
 - For larger jobs create a new job called "VARIATIONS" and list on the Job Notes field a bullet point describing each variation (this ensures we can pick up the details of the extra time/materials for billing)
 - For smaller jobs an "EXTRA'S/VARIATIONS" note will suffice.