Ceiling overrun — variation ready

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5 days · fictional document

> **Fictional document — demonstration example**
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> **Fictional document**, produced for demonstration. **The variation is not sent and the five days are not invoiced.** A variation is negotiated; this document gathers what it needs.

The gap

Item	Value
Purchase order BC-2026-0184	**27 days**
Days booked at 07/08	**32 days**
Gap	**5 days — 18%**
Consultants involved	2
Engagement	**Live**

> **The engagement continues.** The gap is therefore not fixed: at the current rate it grows by about a day every two working days.

The five days, and what documents them

Days	Original request	Written trace	Date	Client author
2	Scope extended to a third department	**Email**	14/07/2026	Project director
2	Workshop rerun after a client postponement	**Steering minute, approved**	23/07/2026	Steering committee
1	Unplanned interim readout	**Email**	31/07/2026	Project director

> **All three requests are written, dated and came from the client.** That is what separates a negotiable overrun from one to absorb — and it cannot be reconstructed six months later.

The variation request, ready

"We confirm that the work carried out beyond the volume set in purchase order BC-2026-0184 responds to three requests made by your teams on 14 July, 23 July and 31 July 2026, copies of which are attached.

We propose to regularise these five days by variation, on the terms of the original order, and remain at your disposal to agree the details."

What the sending date changes

Sent today	Sent at closure
Covers days delivered and evidenced	Covers a surprise invoice
The project director remembers their emails	You have to produce them

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Sent today	Sent at closure
The engagement continues and the gap is framed	The engagement is over and the gap is a dispute

Decision: ☐ send the variation · ☐ absorb the 5 days · ☐ negotiate part of it · ☐ other: .....

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