

Unapproved extra work evidence pack

General information to help you organise your paperwork. Not legal advice.

Document the issue without assuming entitlement

Use this pack when additional work is disputed or lacks a completed change order. It organizes instructions, authority, performance and valuation for review. Unsigned work is not automatically treated as payable or non-payable.

Project contract and parties: _____

Change ID revisions and disputed work: _____

Prepared by date version and recipient: _____

Amount requested and amount disputed: _____

Current authorization and work status: _____

Date / event	Instruction or response	Person and role	Evidence ID

Original scope reference and proposed difference: _____

Reason work proceeded if approval was incomplete: _____

Conflicting account or objection received: _____

Connect performance and price

Cost or quantity item	Actual evidence	Pricing basis	Dispute or omission

- ☐ Include original scope and each relevant revised drawing.
- ☐ Keep the request, verbal confirmation, emails and meeting notes.
- ☐ Identify actual authority separately from apparent job title.
- ☐ Attach daily tickets, timesheets, delivery records and photographs.
- ☐ Compare estimated, revised and actual quantities without summing overlapping versions.
- ☐ Deduct omitted base work and previously credited costs once.
- ☐ Separate requested price, approved value, invoices and payments.

Schedule impact and supporting programme: _____

Mitigation alternatives and directions: _____

Missing records and assigned owner: _____

Prepare the review and proposed resolution

Question	Supporting and contrary evidence	Reviewer / next step
Was the work outside scope?	[enter]	[enter]
Who directed or accepted it?	[enter]	[enter]
What pricing basis was agreed?	[enter]	[enter]
Were notice terms followed?	[enter]	[enter]
What amount remains disputed?	[enter]	[enter]

Proposed reconciliation or meeting agenda: _____

Undisputed amount separately identified: _____

Adviser and jurisdiction: _____

Confirmed procedural requirements and source: _____

Index custodian and secure transfer record: _____

Preserve all versions and objections. Do not backdate approval, alter original tickets or remove contrary evidence. A signed quantity ticket may have a limited purpose and must be read in context.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.