CONFIRMATION OF VERBAL INSTRUCTION (CVI)[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | Please write here | | |
| **Contract No.** | Please write here | | |
| **Employer** | Please write here | | |
| **Contractor** | Please write here | | |
| **Date Confirmation issued** | Please write here | **CVI no** | Please write here |
| **Subject** | Please write here | | |
| **Reference (Contract Clause/Section/Drawing number)** | Please write here | | |
| **Location/ work item** | Please write here | | |

In accordance with sub-clause (*INSERT SUB-CLAUSE*) the Employer’s Representative hereby confirms the verbal instruction given to the Contractor on (*DATE*) with respect to the particulars described below.

#### Details on verbal instruction

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|  |

#### Sketch

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|  |

#### Clarification provided by the employer’s representative[[2]](#footnote-2)

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

#### Clarification received by the contractor’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Such confirmation should be provided typically within 48 hours of the verbal instruction. If the verbal instruction constitutes  
    a Variation under the Contract, the same has to be followed up and detailed with appropriate Variation Order. [↑](#footnote-ref-1)
2. Such instructions should always be issued by the Employer’s Representative and/or Employer’s Representative’s  
    Assistant with valid delegated authority. [↑](#footnote-ref-2)