

Schedule 21 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 28 of the Core Terms (Changing this Contract).

Variation Details Table

Contract Details	
This variation is between:	Northgate Interiors Ltd ("the Buyer") And Harper & Lane LLP ("the Supplier")
Contract name:	Legal Services Retainer ("this Contract")
Contract reference number:	HL-2026-0412
Details of Proposed Variation	
Variation initiated by:	Buyer
Variation number:	1
Date variation is raised:	29 September 2026
Proposed variation	
Reason for the variation:	Northgate Interiors is opening a second site in Leeds in January and the employee handbook needs to cover hybrid working and the new site rules.
An Impact Assessment shall be provided within:	10 days
Impact of Variation	
Likely impact of the proposed variation:	The handbook review needs about 12 extra fee-earner days in November and December. It does not affect the quarterly policy checks already booked, but the final reports move to the end of January 2027.
Outcome of Variation	
Contract variation:	This Contract detailed above is varied as set out in the table below.

Clause or deliverable	Before	After
Schedule 2 (Scope of Services), item 4	Quarterly policy check	Quarterly policy check and one full review of the employee handbook
Schedule 3 (Timetable), item 2	Reports delivered by 15 December 2026	Reports delivered by 31 January 2027

Financial variation

Original Contract value:	£18,000
Additional cost due to this Variation:	£2,750
New Contract value:	£20,750

1 Effectiveness and Signature Requirement

This Variation must be agreed and signed by both Parties to this Contract and shall only be effective from the date it is signed by the Buyer.

2 Defined Terms

Words and expressions in this Variation shall have the meanings given to them in this Contract.

3 Continuity of Contract

The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Buyer Signature Block

Signed by an authorised signatory for and on behalf of the Buyer

Signature	
Date	
Name (in Capitals)	Dana Whitcombe
Address	Northgate Interiors Ltd, Unit 9, Calder Park, Wakefield WF2 7AY

Supplier Signature Block

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature	
Date	
Name (in Capitals)	Marcus Lane
Address	Harper & Lane LLP, 12 Albion Street, Leeds LS1 5AA