gandhinagar services

THE RENOVATION CHANGE RECORD GUIDE

A clear change. A clear total.

Keep choices, costs and dates in one place.



AI illustration. Pause before the changed part is made.

CHECK / PRICE / AGREE

A worked cost example, a phone-note template and a running-total method. Use them when the plan changes after work starts.

6 pages. Free to save and share. Checked 2 November 2026.

01 / SORT THE REASON

New wish? Or needed work?

The reason helps you choose the next step.

A NEW CHOICE

You want drawers instead of shelves. Ask for a new drawing, the full difference in price and any change to dates before ordering.

A SURPRISE ON SITE

Old storage comes off and a weak area is found. Ask for a photo and the right trade to check it. Agree the safe repair before covering it.

Already in the plan?

Check the original list. Do not count work twice. A correction is not a new request.

If unsafe: ask for the area to be made safe. Record the urgent work. This guide does not decide legal liability.

gandhinagar services

02 / WORKED COST EXAMPLE

Add the new work. Count the credit.

Example numbers only. Not local prices or our quote.



AI illustration. Discuss what can still be left out.

EXAMPLE / A STUDY STORAGE CHANGE

Previous agreed total: Rs 80,000.
New drawer work: add Rs 8,000.
Shelf work not needed: credit Rs 2,000.
Net change: add Rs 6,000.
Revised total: Rs 86,000.

Check the amount

Include fitting, labour, delivery, tax and touch-ups. Agree the credit if boards are already cut.

Rs 86,000 is the total, not the payment due today. Subtract recorded payments to find the balance.

03 / COPY INTO YOUR PHONE NOTES

One change.
One clear record.

Repeat this short note for each change. Keep its photo or drawing.

Identity and reason

Change C__: Room / item: ____
Reason: new choice / site finding / other: ____

The exact work

New drawing / sample code: ____
Added work: ____ Removed work: ____

Cost and dates

Added amount: ____ Credit: ____
Net change: ____ New total: ____
Affected jobs and new date: ____

Decision

Approved / not approved / waiting: ____
Owner and team confirmation, date: ____

Attach the agreed quote version. Mark old drawings as replaced. Do not leave the approval line blank and ask work to begin.

04 / KEEP THE TOTAL CURRENT

One running total. No lost extras.

Keep a separate record of payments.



AI illustration. Check the approved change at handover.

After each approved change

Previous total + added work - agreed credit = new total. Start the next change from that new total.

TWO CHANGES / EXAMPLE ONLY

After C1: Rs 86,000.
C2 removes unmade shelves: credit Rs 3,000.
New total: Rs 83,000.
If Rs 40,000 was paid, balance: Rs 43,000.

A balance is not automatically due now. Follow the agreed payment stages. At handover, check the changed item and list any pending fixes with dates.

gandhinagar services

KEEP / SAVE / SHARE

Clear notes. Calmer choices.

Use the guide with your own agreed work list.

Share this PDF on WhatsApp

Share the article on Facebook

Open article / copy link for Instagram

For Messages or Instagram, open the article. Copy its browser address and paste it into your message. No automatic posting.

Optional: contact Gandhinagar Services

SOURCES / CHECKED 2 NOVEMBER 2026

CSLB: written changes, prices and dates

IKEA India: plan and installation-scope checks

General planning help, not legal advice. California rules do not apply here. IKEA terms are service-specific. Examples are invented; AI images are not completed projects.