



Schedule I

Non-Core Services Order Form

NON-CORE SERVICES ORDER FORM

Order ID:		Authorised by:		
Created by:		Contact (email/tel):		
Date of creation:				
Priority level:	Emergency <input type="checkbox"/>	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>

Location (if off-site):	[Address of site for completion of services if applicable]
Additional Service Required:	[Select the service required from Schedule D (Specification) of Contract]
Notes for Contractor:	1. [.....Add any relevant notes here.....] 2. [.....Add any relevant notes here.....] 3. [.....Add any relevant notes here.....]
Related documents (if any):	1. [.....Add any relevant document refers here.....]
Onsite contact details/ access instructions:	[Insert name, number and any access instructions - entrance, access codes etc.]

Authority Authorised Representative Signature:

Name (print)

Date:

Completion Notice	
Completion date:	
Completion notes:	

Contractor Authorised Representative Signature:

Name (print)

Date: