

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160: Non Clinical Temporary and Fixed Term Staff**.

Contracting Authority Name	British Geological Survey (UKRI-NERC)
Contracting Authority Contact	Name: [REDACTED] Tel: [REDACTED] Email: [REDACTED]
Contracting Authority Address	British Geological Survey Environmental Science Centre Nicker Hill Keyworth Nottingham NG125GG
Invoice Address (if different)	

Supplier Name	Adecco UK Ltd
Supplier Contact	Name: [REDACTED] Tel: [REDACTED] Email: [REDACTED]
Supplier Address	Cheapside, 3rd Floor, Angel House, 12 -13, Nottingham, Nottinghamshire, NG1 2HU

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	
Order reference number (e.g. purchase order number)	CS21613
Date order placed	1 st November
Call off Start Date	1 st November
Call-Off Expiry Date	26 th November
Extension Options	If we require the Temp to cover for longer, we will ask to extend the call-off order.
GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Receptionist
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	37 hours per week Mon - Fri
Unsocial hours required – give details	NA
High cost area supplement details (NHS only)	1. None 2. Inner London 3. Outer London

Order Form Template (Short Form)

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	4. Fringe
Immunisation requirements? (Fee type 1 only)	NA

Pay band (use rate card to determine this)		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	NA	
Expenses to be paid by Temporary Worker	NA	
Pay rate/Charge rates	Pre-AWR	Post-AWR- tbc by you if rate changing?
	£ (Hour/Day)	£ (Hour/Day)
	£ (Hour/Day)	£ (Hour/Day)
Method of payment	14 day pay to Adecco	
Discounts applicable		

Criminal records check required	No
BPSS required	No
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	Customer facing experience/Team working

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the **Non Clinical Temporary and Fixed Term Staff** web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>We require temporary staff cover on our Reception/Geology Shop at BGS Nottingham due to temporary staff shortage situation as this enables us to maintain the opening hours in our Reception area. This will be delivered by the Supplier to the Contracting Authority in accordance with the Framework Specification during the specified Call-Off Period (we will review if the period needs extending)</p> <p>For further details about what can and cannot be included here please email - info@crownccommercial.gov.uk</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
██████████ at Adecco is our account manager
Key Subcontractors
[Insert name of key sub-contractors if required]

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	Team Leader	Role:	Customer Service and Sales Manager
Date:	10/11/21	Date:	5/11/21