

Attachment 19
Crown Travel and Venue Services Enabling Agreement Pick List
Contract Four

The Contracting Customer must provide the following information to the Supplier upon signing the Enabling Agreement, to assist the successful set up and implementation of this new account for Contract RM3735.

Contracting Customer Departmental Name:- _____

Your Name:- _____

<i>Key Contracting Customer Contacts for this Enabling Agreement</i>			
Name	Position	Telephone	Email

Contracting Customer address, including postcode

Billing Address (if different)

SECTION A = SERVICE REQUIREMENTS:

The services required from Contract Four Specification are:-

Service Requirements	Yes, No, Later
Pricing as a 24 hour Rate for single rooms,	Y N L
Liaison service with the venue and or any other necessary third parties	Y N L
Refreshments/catering through a third party provider	Y N L
Onsite single point of contact	Y N L
Transportation from a third party supplier to and from the venue, of display stands, equipment and or other materials for the meeting or conference.	Y N L
Delegate management service(s) incorporating registration, provision of information, reception and management	Y N L
Delegate registration service	Y N L
VIP arrangements	Y N L

SECTION B = BOOKING POLICY & PROCESS REQUIREMENTS:

The Contracting Customer must provide contact details of the individual/s that are to receive the monthly consolidated invoice (if applicable). The Supplier shall email all invoices. Please complete the table below.

Email Address	Finance contact name	Telephone number

The Contracting Customer must list all mandatory cost codes, purchase order numbers or any other codes that need capturing: **Please complete the table below.**

Code Fields title: (e.g. Cost Centre, PO Number etc)	Mandatory Field: (Yes/No)	Format: (E.g. Validation table, Mask, Drop down). <i>*Please also provide any list of codes.</i>	Shown on Invoice?	Additional comments:

Do you prefer any other payment option(s) apart from Monthly Consolidated Billback?	Y N
	<ul style="list-style-type: none">• Credit Card• Weekly Consolidated Invoice - 10 Day Settlement Terms• Weekly Consolidated Invoice - 30 Day Settlement Terms• Fortnightly Consolidated Invoice - 10 Day Settlement Terms• Fortnightly Consolidated

	Invoice - 30 Day Settlement Terms <ul style="list-style-type: none"> • Monthly Consolidated Invoice - 10 Day Settlement Terms • Other
Confirm booking policy details.	<ul style="list-style-type: none"> •
Confirm booking method(s) required.	<ul style="list-style-type: none"> •
Refine Management Information requirements.	<ul style="list-style-type: none"> •

**SIGNED for and on behalf of the
[CLIENT]**

**by:
[Type Name]**

Position

**SIGNED for and on behalf of the
(SUPPLIER)**

**by:
[Type Name]**

Position