

TASK APPROVAL FORM		
PART 1 - Requirement (To be completed by the Authority's Project Manager)		
Contract Number:	TASK No:	Issue Date:

Description of requirement:

PART 2 - Quotation (To be completed by the Contractor)			
COMPANY QUOTATION			
LABOUR (rates as per Schedule D (Pricing and Payment Plan))			
Description	Man hours	Rate	Total Cost
MATERIAL COST			
MATERIAL HANDLING CHARGE			
PROFIT			
TOTAL FIRM PRICE FOR THIS TASK APPROVAL FORM			£

Signed for Company	Name	Post	Date

PART 3 - Approvals

(To be completed by the Authority)

PROJECT APPROVAL

(To be completed by a Project Manager with a suitable delegation)

The Task is authorised and the FIRM price of
£ as shown at part 2 is deemed fair and
 reasonable.

YES / NO (Delete as required)

Comments

Project Officer Signature

Name

Post

Date

FINANCIAL APPROVAL

(To be completed by a Finance Officer with a suitable delegation)

There is no financial objection to this Task and financial provision of **£** has been made.

UIN:

RAC:

VAT Code:

Signed

Name

Post

Date

COMMERCIAL APPROVAL

(To be completed by a Commercial Officer with a suitable delegation)

There are no contractual objections and this Task is hereby given contractual authorisation at the
 FIRM price of **£**

Signed

Name

Post

Date