

PART B: QUOTATION (To be completed by Contractor)

1. **Statement of Work:** (Provide on separate page if necessary)

--

2. **Duration of Task:**

3. **Contractors proposed Completion date is**

Subject to task approval by (date)

4. **Effect or dependency, if any, on previous proposed/authorised Task** (please detail):

--

5. **Cost Estimate for Task:**

a. Labour	Grade	Hours	Hourly Rate	Profit %	Total Cost
Labour Sub Total					

b. Other Costs (based on actuals) (Please detail)	Item	Actual Cost	Total Actual Cost
May typically include the following.	Car Hire		
	Mileage		
	Day Subsistence		
	Night Subsistence		
	Air Fares		
	Others:		
Other Costs Sub Total			

c. Materials (Please detail)	Item	Cost (Actual)	Handling %	Admin %	Profit %	Total Cost
Materials Sub Total						

c. Bought Out Parts (Please detail)	Item	Cost (Actual)	Handling %	Admin %	Profit %	Total Cost
Bought Out Parts Sub Total						

TOTAL FIRM PRICE QUOTATION (Exclusive of VAT)	
--	--

6. This task is not part of a core activity under this PDS Contract
7. The total firm price is valid for days from

.....**Signed**
.....**Name** (Block Capitals)
.....**Position or Title in Company**
.....**Date**

PART C: COMMERCIAL OFFICER APPROVAL

Approval is given for Task No. at an agreed **FIRM Price** of £.....

RAC Code **Signed**
LPC **Name** (Block Capitals)
..... **for UEW** (Tally)
..... **Date**

PART D: FINANCIAL APPROVAL

Financial approval is given against RAC

LPC for the above task to proceed under Endorsement No.....

..... **Signed**
..... **Name** (Block Capitals)
..... **for UEW** (Tally)
..... **Date**

PART E: TASK COMPLETION REPORT (To be completed by the Contractor)

1. **Report** (continue overleaf if necessary)

2. **Task completed on** (date)

3. **Final Cost:**

Signed **Position or Title in Company**.....

Name (Block Capitals)..... **Date**.....

PART F: TASK CLOSURE (To be completed by EPM)

1. **Comments on Contractor's Final Report**

2. **I certify that the task described at Part A of this form has been satisfactorily completed.**

..... **Signed**
..... **Name** (Block Capitals)
..... **for UEW** (Tally)
..... **Date**