MOD Boats Form 1020	Ministry of Defence	de&s
DE&S Work Request Form (WRF)		

Reference No.	

Contractor Name	
Boat No		Boat Class	

Part A

Approval Reference

Multi-WAF Ref No		SPO No	

Task Title

ID	Scope of Requirement	Task Start Date	Required Delivery Date
1			
2			
3			
4			
5			

Current Boat User	Current Boat Location

Comments and Additional Information

Limit of Liability (if required)	
Authority Authorisation	
Name	
Signed	
Date	

Completion Instructions

MOD Boats Form 1020 - the Authority's Authorised Representative shall complete this form to place a work request under a previously approved MOD Boats Form 1010. This WRF is a firm commitment with the Contractor of the work to be performed.

Part A

Approval Reference

The Authority's Authorised Representative shall insert the details of the MOD Form 1010 to which this WRF refers.

Task Title

The Authority's Authorised Representative shall insert the title of the task to be performed.

Scope of Requirement	Task Start Date	Required Delivery Date
The Authority's Authorised Representative shall provide a concise description of the work which the contractor is required to complete. Additional rows may be added as required.	The Authority's Authorised Representative shall provide the start date of the task.	The Authority's Authorised Representative shall provide the required delivery date of the task.

Current Boat User	Current Boat Location
The Authority's Authorised Representative shall indicate the current user of the boat, and their contact details.	The Authority's Authorised Representative shall indicate the current location (address) of the boat, to enable its collection.

Comments and Additional Information

The Authority's Authorised Representative shall provide any relevant comments or additional information which will assist the Contractor in completing the requirement.
The Authority's Authorised Representative shall provide the approved Limit of Liability for the task (if required).
The Authority's Delivery Manager or Authorised Representative shall sign this part of the form (either physically or electronically) to indicate their authorisation of the tasks.

MOD Boats Form 1021	
User's Work Request Form (WRF)	Ministry of Defence de&s

Reference No.	

Contractor Name	
Boat No	Boat Class

Part A

Task Title

ID	Scope of Requirement	Task Start Date	Required Delivery Date
1			
2			
3			
4			
5			

User Contact Details	Current Boat Location

Comments and Additional Information

Authority Authorisation

Name	Signed	Date

Completion Instructions

MOD Boats Form 1021 - the User shall complete this form to place a task, which is a firm commitment with the Contractor of the work to be performed. Users are permitted to place tasks up to a value of £2000, unless otherwise agreed with DE&S and the Contractor. Any tasks above this value must be referred to DE&S for approval.

Part A

Task Title

The User shall insert the title of the task to be performed.

Scope of Requirement	Task Start Date	Required Delivery Date
The User shall provide a concise description of the work which the contractor is required to complete. Additional rows may be added as required.	The User shall provide the start date of the task.	The required delivery date shall be 3 working days from the Task Start Date by default, but can be amended by the User as required.

User Contact Details	Current Boat Location
The user shall provide their name and contact details.	The User shall indicate the current location (address) of the boat, to enable its collection.

Comments and Additional Information

The User shall provide any relevant comments or additional information which will assist the Contractor in completing the requirement.

The User shall sign this part of the form (either physically or

electronically) to indicate their authorisation of the tasks.