

Appendix B ‘Detailed Order Form’

Framework Schedule **X**: UK SBS – Dynamic Purchasing System – Detailed Order Form and Contract Terms

Part 1: Detailed Order Form

[insert letterhead of Contracting Authority]

Dear Sirs,

Thank you for submitting a tender response for [insert title]. This order form dated XXXXXX is being issued in accordance with the DPS Agreement RE20505 – DPS – Low Value Laboratory Equipment.

Terms and expressions used in this letter have the same meanings as in the Contract Terms

Order Reference:	[]
From:	[] “Contracting Authority”)
To:	[] “Supplier”)
Commencement Date:	[]
Expiry Date:	[]
Scope of services:	[]
Location at which the services shall be undertaken:	[]
Contract Price (including full cost breakdown excluding VAT):	[]
Invoice Information:	[]
Supplier Contact Details:	<div>Name: []</div> <div>Email: []</div> <div>Telephone: []</div>

Contracting Authority Details	[]
Name:	[]
Email:	[]
Telephone:	

FORMATION OF CONTRACT

By signing and returning this detailed order form (which may be done by electronic means) the Supplier agrees to enter a Contract with the Contracting Authority to provide the Services in accordance with the terms of this Detailed Order Form and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

Signed and on behalf of,

THE CONTACTING AUTHORITY:

THE SUPPLIER:

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:
