



**Contract Management Guidance – Template #10
CHANGE CONTROL FORM- Extensions – v. 5**

Contract Name:	Rental of Specialist Equipment	Contract Ref. No.	SO17308-01
-----------------------	--------------------------------	--------------------------	------------

CLIENT CHANGE NOTICE (CCN)

Initiated by:	REDACTED	CCN Reference:	CCN Reference: SO17308-01
Source of change:	REDACTED	Date CCN Raised by relevant party:	08/05/2017

STAGE 1 - CLIENT

Summary of proposals/ requirements :	This is an extension to the contract between; Home Office REDACTED And; REDACTED The Terms and Conditions of the Contract apply including rates for the extension.
Proposed payment:	£12,513.00
Required delivery date, with rationale:	01/08/2017



Change authorised to proceed to Stage 2 (Customer organisation representative):	REDACTED	REDACTED	08/05/2017
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative)	REDACTED	REDACTED	08/05/2017
	Signature	Print Name & Position	Date

STAGE 2 – SUPPLIER

Comments/ caveats on requested change: 1 year extension option.
£12,513.00

Anticipated period from CCN being authorised by client to start of related provision

Extension option to start on
01/08/2017

Universal Rentals (UK) Ltd confirms that the costs identified above are the agreed figures that will be payable on CCN implementation.

Signed **(Supplier Representative):** REDACTED

Print Name & Position: REDACTED

Date: 08/05/2017



STAGE 3 – CLARIFICATIONS

Clarification/ queries to
to supplier regarding
their proposals:

Not Applicable

Date:

Not Applicable

Supplier response

Not Applicable

Date:

Not Applicable

STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION

By signing below, unless CCN is withdrawn, the Home Office agrees to pay Universal Rentals (UK) Ltd the costs detailed in Stage 2, by deadlines agreed with the supplier.

Signed
(Customer
Representative)

REDACTED

REDACTED

08/05/2017

Signature

Print Name & Position

Date

Change
authorised to
proceed to
implementation
(CCS):

REDACTED

REDACTED

08/05/2017

Signature

Print Name & Position

Date