

SPECIFICATION – ANNEX B

CONTRACT No:

MONTHLY CONTRACTOR PERFORMANCE REPORT: NOS OF JOBS PROCESSED

RFQ/JOB No	Date RFQ Rec'd from STFC PO	Date Completed RFQ sent to PO	Date PO sends RFQ to client ϕ	Agreed Job Commencement Date *	Actual Job Commencement Date	Agreed Job Completion Date *	Actual Job Completion Date	Comments ref variations in agreed/actual dates

* Includes any revisions to the original RFQ Commencement/Completion dates which have been agreed by the STFC Project Officer

ϕ To be completed by STFC Project Officer (PO)

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CONTRACT No:

MONTHLY CONTRACTOR PERFORMANCE REPORT: SUMMARY OF JOBS ACHIEVING CONTRACT TARGETS

RFQs

Total No RFQs Received in Month	Total No Completed RFQs Returned to STFC/PO Within 3 Working Days	% Achieving Target	Notes / Comments

JOB COMMENCEMENT DATES

Total No Job Commencement Dates agreed with STFC/PO	Total No Agreed Job Commencement Dates Achieved	% Achieving Target	Notes / Comments

JOB COMPLETION DATES

Total No Job Completion Dates agreed with STFC/PO	Total No Agreed Job Completion Dates Achieved	% Achieving Target	Notes / Comments

NB: Agreed Job Commencement and Completion Dates include those jobs where a revised date has been agreed with the STFC/PO

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CONTRACT No:

MONTHLY CONTRACTOR PERFORMANCE REPORT: NUMBER & VALUE OF COMPLETED JOBS

MONTH	No JOBS RECEIVED IN MONTH	No JOBS COMPLETED & INVOICED IN MONTH	VALUE JOBS COMPLETED & INVOICED IN MONTH	CUMULATIVE VALUE OF JOBS COMPLETED & INVOICED