



Schedule J

ADDITIONAL WORK REQUEST TEMPLATE

Additional Work Request Template

Contract Reference:	C17CSAE/708156451	Contractor:	
DE&S Ref. Number:		Contractor Ref. Number:	
DE&S Originator Name:		Revision Number:	

Part 1 - Additional Work Details

Additional Work Title:

Additional Work Description:

Deliverable(s):

Deliverable Description		Acceptance Criteria
1		
2		
3		

Originator Name: Date:

Originator Post:

Part 2 - Contractor Quotation

The Contractor shall provide supporting detail for Expenses, Materials and Sub-Contract costs.

Labour Costs:

	Number of hours	Hourly Rate (as identified in Table 6 (Hourly Rate) of Annex 1 to Schedule P)	Profit Rate (as identified in Table 7 (Contract Profit Rate) of Annex 1 to Schedule P)	Total
Labour				

Other Costs:

	Net Cost	Handling	Profit	Total
Expenses				
Materials				
Sub-Contract				

Quote Price Type: Quote Expiry: Total Price:

Deliverables Assessment:

Deliverable	Dependencies and Assumptions	Associated Risks and Mitigations	Delivery Time From Receipt of Order
1			
2			
3			

Total Delivery Time From Receipt of Order:

Government Furnished Equipment (GFE) Requirement:

Description of Asset(s) Required	Reason Required	Duration Required

Prepared by: Date:

Position:

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Contract Reference:		C17CSAE/708156451	Contractor:		
DE&S Ref. Number:			Contractor Ref. Number:		
DE&S Originator Name:			Revision Number:		
Part 3 - Additional Work Authorisation					
Authorised Demander					
Name:			Date:		
Post:					
Engineering Technical Judgement					
I confirm that the Labour Hours and Other Costs are fair, reasonable and commensurate with the task.					
Name:			Date:		
Post:					
Commercial Officer					
Name:			Date:		
Post:					
Requisition Number:			Purchase Order Number:		
Date Sent to Contractor:			Forecast Completion Date:		