**Ad Hoc Tasking (AHT) Tasking Form**

**Part A: AHT Authority Request.**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

|  |  |
| --- | --- |
| **1) AHT Task Number:** |  |
| **2) Title:** |  |
| **3) Requirement:** |  |
| **4) Response Date:** |  |
| **Authority Authorisation – Project Manager** | |
| **5) Name:** |  |
| **6) Position:** |  |
| **7) Date:** |  |
| **Authority Authorisation – Finance Manager** | |
| **8) Name:** |  |
| **9) Position:** |  |
| **10) Date:** |  |
| **Authority Authorisation – Commercial Manager** | |
| **11) Name:** |  |
| **12) Position:** |  |
| **13) Date:** |  |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part B: AHT Contractor Response**

The right-hand fields are to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

|  |  |
| --- | --- |
| **1) AHT Task Number:** |  |
| **2) Title:** |  |
| **Proposal** | |
| **3) Proposal:** | *.* |
| **4) Cost Breakdown:** |  |
| **5) Total Firm Price:** |  |
| **6) Estimated Start Date:** |  |
| **7) Estimated Duration:** |  |
| **Contractor Authorisation** | |
| **8) Name:** |  |
| **9) Position:** |  |
| **10) Date:** |  |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part C: AHT Agreed Activity**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

|  |  |
| --- | --- |
| **1) AHT Task Number:** |  |
| **2) Title:** |  |
| **Agreed Activity** | |
| **3) Activity:** |  |
| **4) Limit of Liability** |  |
| **5) Start Date:** |  |
| **6) Completion Date:** |  |
| **Authority Authorisation – Project Manager** | |
| **7) Name:** |  |
| **8) Position:** |  |
| **9) Date:** |  |
| **Authority Authorisation – Finance Manger** | |
| **10) Name:** |  |
| **11) Position:** |  |
| **12) Date:** |  |
| **Authority Authorisation – Commercial Manager** | |
| **13) Name:** |  |
| **14) Position:** |  |
| **15) Date:** |  |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part D: AHT Completion**

The right-hand fields to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

|  |  |
| --- | --- |
| **1) AHT Task Number:** |  |
| **2) Title:** |  |
| **Completion** | |
| **3) Activity:** |  |
| **4) Cost Breakdown:** |  |
| **5) Total Cost:** |  |
| **6) Completion Date:** |  |
| **Contractor Authorisation** | |
| **7) Name:** |  |
| **8) Position:** |  |
| **9) Date:** |  |