

TASK AUTHORISATION FORM**PART A – TASK DEFINITION****Section 1: Description of Task.**

Task Serial No.:		Revision:		Date:	
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TITLE	
DEFCON 707 APPLICABLE	YES/NO

<u>Background</u>	
<u>Task requirement</u>	

Section 2: Authorisation for the Task.

<u>Project</u>	TITLE	SIGNATURE
Task requirement issued by the Authority		
		Date:

<u>Commercial</u>	TITLE	SIGNATURE
Task requirement issued by the Authority		
		Date:

PART B - CONTRACTOR'S QUOTATION

Section 1: Scope of Task.

Specific Tasks as defined hereunder shall be undertaken in accordance with the Terms and Conditions applicable to the Contract

<u>Task Response</u>	
<u>Proposed timescales</u>	
<u>Firm Price (including full breakdown):</u>	
£	
Quotation valid until:	

Section 2: Contractor Authorisation.

	TITLE	SIGNATURE
Authorised on behalf of the Contractor		
		Date:

PART C - AUTHORITY AUTHORISATION**Section 1: Authorisation.**1a. Task Approval

Project	TITLE	SIGNATURE
Task requirement signed on behalf of the Authority		
		Date:

Commercial	TITLE	SIGNATURE
Task requirement signed on behalf of the Authority		
		Date:

1b. Re-quote/Further information requested

	TITLE	SIGNATURE
Re-quote/further information requested on behalf of the Authority		
		Date:

1c. Offer declined

Commercial	TITLE	SIGNATURE
Offer declined on behalf of the Authority		
		Date:

PART D - COMPLETION OF TASK

	TITLE	SIGNATURE
Signed on behalf of the Contractor to confirm the Task has been completed.		
		Date:

	TITLE	SIGNATURE
Signed on behalf of the Authority to confirm the Task has been completed.		
		Date: