TASKING NUMBER

Defence Clothing Tasking Form 1	
Agreement No:	Date:

REQUEST FOR A TIME/COST QUOTATION		
1.	To:	From: Tel:

2	Task No:
	Work Package Title:

3	**Details of Requirement (Inclusive of Packaging Details)**

4	**A quotation for the above requirement is requested by the following date:**	

5	**Details of any Issued Material/Equipment**

6	**Details of required by dates**	
		Task Completion

7	Signed:	Name: (Commercial Manager)
		Date:

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Defence Clothing Tasking Form 2	Task No.
Framework Agreement No:	Date:

TIME /COST QUOTATION		
1	To:	From:

2	**Date Offer Expires**	
	This is a firm maximum price valid until:	
	Signed:	Name:
	Director (or nominee)	(Block Caps)

3	**Delivery Offer**	
	Start Date:	Completion Date:

4	**Details of Requirement**			
Item No.	Type of Work and Number of Hours	**Labour Rate Type**	**Hourly Labour Rates**	**Sub-total (Excluding VAT)**
The rates given above are the contracted rates, and include all profit and overheads.				
				Total
				VAT @ 20%
				Total Inclusive of VAT

Defence Clothing Tasking Form 2a	Task No.
Framework Agreement No:	Date:

Note all appropriate sections must be endorsed/approved, (e.g. where no amendment to the QA condition is necessary, QA endorsement need not be sought).

AMENDMENT APPROVAL	
1	**Project/Requirements Manager/Sponsor**
I confirm that I have the delegated authority for this amendment requisition. Signed :	Dated :
2	**Technical Authority**
Signed :	Dated :
3	**QA**
Signed :	Dated :
4	**Finance**
I confirm that provision has been made for the expenditure of : RAC UIN : Name : Signed :	Dated :

Defence Clothing Tasking Form 3	Task No.
Agreement No:	Date:

CUSTOMER AUTHORISATION

1	To:	From:
		Date :

2	**Instructions to Contractor**

3	**Additional Information**
6	**Firm Price (Ex VAT):**

7	**Payment**	
Date:	Signed:	Name: (Senior Contracts Officer)