

Annex H – Tasking Form

CONTRACT NUMBER: JES/00137 – HAMMERHEAD Life Extension			
TASK TITLE:			
TASK NUMBER:		ISSUE NUMBER:	

PART 1 (to be completed by the JES Delivery Team)

a. Statement of requirements (to be completed by the Project Manager)

You are requested to provide a Firm Price quotation for the above requirement by (to be agreed between both parties). With a Price Validity of working days.

Your quotation should be submitted in accordance with clause 47 of the Terms and Conditions (JES/00137).

Electronically Signed: (Name and post)

Date:

	Total	£
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Travel & Subsistence

Item	Activity	Cars/Mile s/ People	Days/ Trips	Rate	Total
Total					£

Total

Labour, Sub-contractor, Material, T&S	£
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c. Completion date

A completion date of _____ is given for this task.
This task proposal is open and valid until _____.

Signed: (Name and position)

for: ..Devonport Royal Dockyard Ltd. (Contractor)

Date:

PART 3 (to be completed by JES DT Project Team)

a. Project office approval

The time-scale and level of work reported in the Contractor's quote are acceptable for this task. I am content that the hours, material/sub-contract costs and travel & subsistence quoted are fair and reasonable, and commensurate with the work to be undertaken.

A completion date of _____ is acceptable for this task.

Project Manager approval is hereby given for this task to proceed at a Firm Price of £ _____ (ex VAT).

Finance Codes (JES DT use only):

UIN	
RAC Code	
Category Code	
VAT Code and heading	

Electronically Signed: (Name and post)

Date:

b. Finance branch endorsement

Financial concurrence is hereby given for this task at a Firm Price
of £ (ex VAT).

Electronically Signed: (Name and
post)

Date:

c. Commercial Branch Approval

You are hereby authorised to proceed with this Task at a Firm Price of £ (ex VAT).

All other terms and conditions of the Contract remain unchanged.

Schedule of Requirements line item task is placed under:

Purchase Order (PO) number for this task:

Electronically Signed: (Name and
post)

Date:

PART 4

a. Notification of completion of task (to be completed by the Contractor)

All work on this task is complete and all deliverables have been dispatched.

I hereby notify JES DT that the above task was completed on

.....

Please confirm completion of the task and sign part b below.

Signed: (Name and
position)

for: (Contractor)

Date:

b. Confirmation of completion of task (to be completed by the Project Manager)

I confirm that all work on the above task has been completed to the satisfaction of JES DT.

The completion date for this task was

Would you now please submit your claim for payment in accordance with the terms and conditions of
the Contract.

Signed: (Name & post)

Date:

Copy to: JES Commercial