

Schedule 22

Ad-Hoc Tasking Order Form

Ad-hoc Task Order Form for Contract Number _____

Requirement (To be completed by the Authority)**Order Number:**

Task:

Location:

Period of Task:

Name:

Signature:

Post Title:

Date:

Contact Number:

Service Provider's Quotation (To be completed by Service Provider):

It is advised that the Company shall undertake the task detailed above, within the timescale indicated, for the following FIRM PRICE (i.e. the total price (d) is not subject to variation).

a. List of staff by grade	No of hours	Rate	Price
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b. Breakdown of travel expenses per person			Price
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c. Miscellaneous Costs	Firm Price per Item	Price
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d. Total FIRM PRICE for the task (a+b+c)		£
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Name:

Signature:

Post Title:

Date:

Contact Number:

Financial Approval (To be completed by Designated Officer or the nominated representative)

Individual Tasks up to £5K

Delete either A or B as appropriate			
a.	The firm price offer to undertake Order Number	on Contract No	is accepted.
Work should now proceed to deliver this task.			
b.	The firm price offer to undertake Order Number	on Contract No	is not accepted.
No work should take place until authorisation has been received.			
Name:		Signature:	
Post Title:		Date:	
Contact Number:			

Individual Tasks above £5K

In addition to the above approval, the following is to be completed by the Authority's Commercial Branch.

Delete either A or B as appropriate			
a.	The firm price offer to undertake Order Number	on Contract No	is accepted as an Ad-hoc Task.
b.	The firm price offer to undertake Order Number	on Contract No	is not accepted as an Ad-hoc task and the Ad-hoc task has been re-designated as a Change and procedures applicable to Clause 19 and Schedule 22.
No work should take place until applicable Amendment to contract has been agreed.			
Name:		Signature:	
Post Title:		Date:	
Contact Number:			