

Schedule 22 - Tasking Form – Emergency Call-Out Cover

Part A.

Request for Emergency Call-Out Cover

The Authority has a requirement for the following:

Emergency Call-Out Cover Task No:	Issue No:		Date:
Date raised:		Originator:	
Title:			
Emergency Call-Out Cover description:			
Total Cost (Firm Price)			
Completion required by date			

Project Manager's Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Finance Officer Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Commercial Officer Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Part B.

Acceptance by Contractor

Signature:.....Name:.....

Post Title:..... Date:.....

Rejection by Contractor

Signature:.....Name:.....

Post Title:..... Date:.....

Reason for Rejection.....

Part C.

Task Completion report (to be completed by the Contractor)

Emergency Call-Out Cover Task: _____ is now considered to be complete. Any required evidence is also provided.

Signature.....Name:.....

Date.....Position in Company:.....

Part D.

Confirmation/Dispute of Task Completion by the Authority’s Project Manager

On behalf of the Authority I,

- (a) Confirm completion of Task
- (b) Dispute the completion of Task **[delete as applicable]**

Signature.....Name:.....

Date.....Post title:.....

Details of reasons for dispute of completion (if applicable):

Upon signature Confirming completion of the tasking activities in Part D, the Contractor can submit claim for payment.