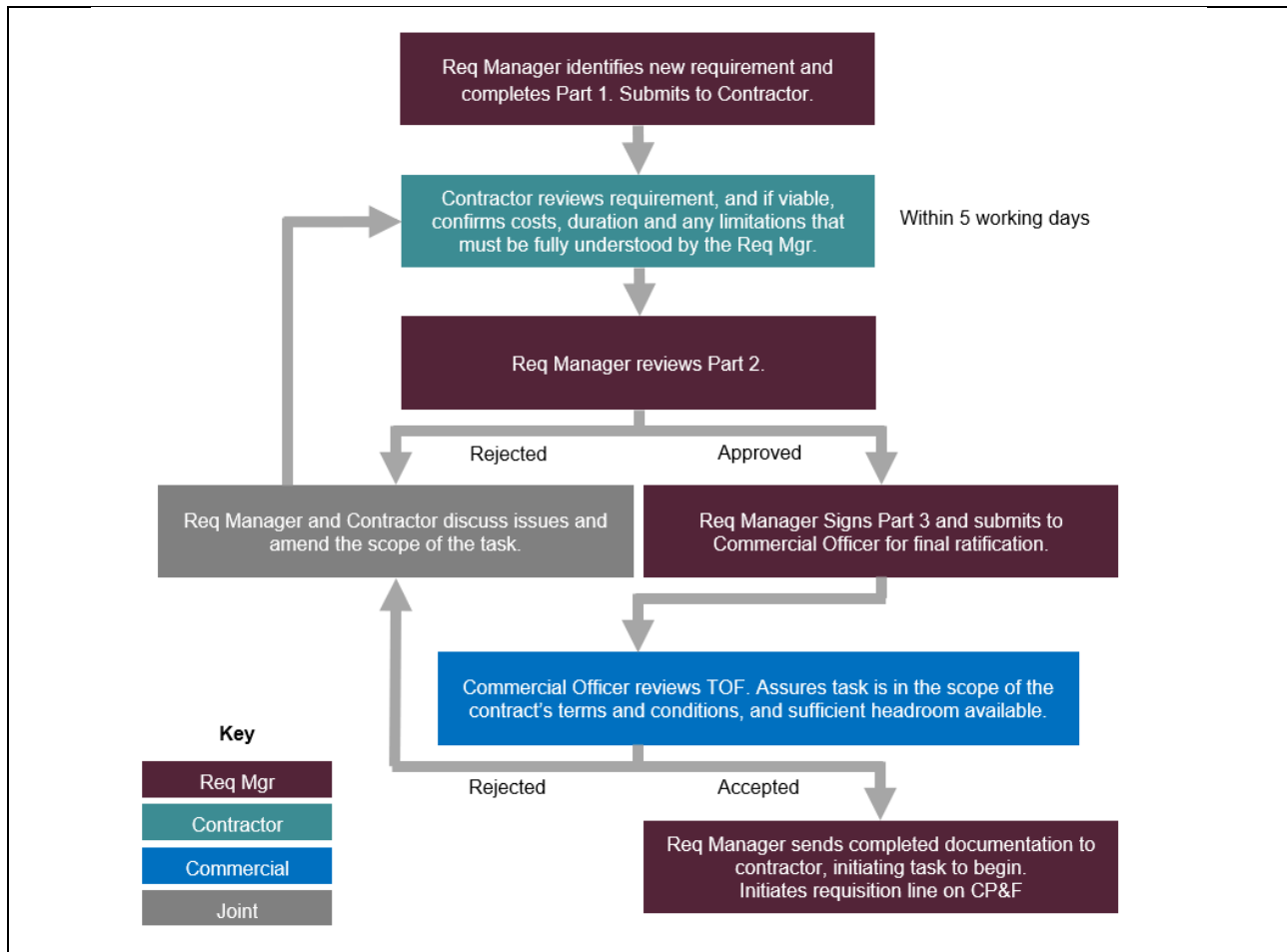


TASKING ORDER PROCESS MAP AND INFORMATION**Process:****Notes.****Part 1.**

1. The contract's terms and conditions will support all Tasking Order Forms, and all additional requirements must remain within the scope of the contract's terms and conditions.
2. Due to the nature of Ad Hoc Taskings, each task can be cancelled at any time by the Requirements Manager. Amendments may be required which could extend the task in time or value on the basis that original requirement has not changed (with approval sought from the Commercial Officer).

Part 2.

3. Each Tasking Order is based upon the maximum value expected.
4. The contractor must provide a detailed response on how they will deliver the outcome required. Work must not commence until the contractor is in receipt of the final Tasking Order Form.

Part 3.

5. Once signed by all stakeholders, the Requirements Manager will raise the necessary Purchase Order via CP&F.

TASK ORDER FORM – PART 1

ORDER NUMBER: 001

CONTRACT No: 711683453 - Provision of Interpreter Services

FROM: REQUIREMENTS MANAGER

TO: Worldwide Language Resources Ltd

TASK REQUIREMENT

Please provide a quotation for the following:

Tasks to include:

1.

2.

3. etc

LOCATION: _____

PERIOD OF TASK: XX Mon XX until XX Mon XX.

SIGNATURE

NAME

APPOINTMENT

CONTACT EMAIL

DATE:

TASK ORDER FORM – PART 2

ORDER NUMBER: 001

CONTRACT No: 711683453 - Provision of Interpreter Services

FROM: Worldwide Language Resources Ltd

TO: REQUIREMENTS MANAGER

FIRM PRICE(S)

1.

2.

BREAKDOWN OF COSTS

3.

4.

ASSUMPTIONS & LIMITATIONS

5.

6.

DEPENDENCIES:

7.

8.

SIGNATURE

NAME

APPOINTMENT

TELEPHONE NO:

DATE:

TASK ORDER FORM – PART 3

ORDER NUMBER: 001

CONTRACT No: 711683453 - Provision of Interpreter Services

FROM: REQUIREMENTS MANAGER

TO: Worldwide Language Resources Ltd

REQUIREMENTS MANAGER - APPROVAL

Requirements Manager approval is hereby given for this task to proceed at a Firm price of £xxxx.xx ex VAT with a completion date of XX XXX XX as stated in Part 2. I ratify the specified tasks are in the overall scope of contract 711683453, and the agreed costs remains within the headroom of the contract.

SIGNATURE

NAME

APPOINTMENT

CONTACT EMAIL

DATE:

COMMERCIAL OFFICER AUTHORITY

Worldwide Language Resources Ltd are hereby authorised to proceed work subject to the following caveats:

SIGNATURE

NAME

APPOINTMENT

CONTACT EMAIL

DATE: