

Ad Hoc Tasking (AHT) Tasking Form**Part A: AHT Authority Request.**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

1) AHT Task Number:	
2) Title:	
3) Requirement:	
4) Response Date:	
Authority Authorisation – Project Manager	
5) Name:	
6) Position:	
7) Date:	
Authority Authorisation – Finance Manager	
8) Name:	
9) Position:	
10) Date:	
Authority Authorisation – Commercial Manager	
11) Name:	
12) Position:	
13) Date:	

Ad Hoc Tasking (AHT) Tasking Form**Part B: AHT Contractor Response**

The right-hand fields are to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

1) AHT Task Number:	
2) Title:	
Proposal	
3) Proposal:	
4) Cost Breakdown:	
5) Total Firm Price:	
6) Estimated Start Date:	
7) Estimated Duration:	
Contractor Authorisation	
8) Name:	
9) Position:	
10) Date:	

Ad Hoc Tasking (AHT) Tasking Form**Part C: AHT Agreed Activity**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

1) AHT Task Number:	
2) Title:	
Agreed Activity	
3) Activity:	
4) Limit of Liability	
5) Start Date:	
6) Completion Date:	
Authority Authorisation – Project Manager	
7) Name:	
8) Position:	
9) Date:	
Authority Authorisation – Finance Manger	
10) Name:	
11) Position:	
12) Date:	
Authority Authorisation – Commercial Manager	
13) Name:	
14) Position:	
15) Date:	

Ad Hoc Tasking (AHT) Tasking Form**Part D: AHT Completion**

The right-hand fields to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

1) AHT Task Number:	
2) Title:	
Completion	
3) Activity:	
4) Cost Breakdown:	
5) Total Cost:	
6) Completion Date:	
Contractor Authorisation	
7) Name:	
8) Position:	
9) Date:	