

**Notes: Before completing/amending, please read the following notes:**

- a) Neither these notes ab  
should all be deleted be
- b) This Order Form is a pr  
General Services Fram  
that Framework Agree
- c) When the Company su  
need to take the versio  
the gaps as necessary
- d) The following are exa  
included in the final ser  
be complete; amount o  
stage payment; specifi  
to be performed. Other

**, please read the following notes:**

otnotes to it form part of the Form. They

h insert in the Annex to Schedule 1 of the  
ting it as necessary for the purposes of  
e highlighted gaps in it.

m for a particular Call Off Contract, it will  
Annex to Schedule 1, and then complete  
the Supplier.

al details of the Service” which can be  
e by which performance of Services is to  
ments and circumstance triggering each  
Services; and/or address where Services  
as well.

**SAMPLE FORM**

1. This Order Form:
  - 1.1 has been complete
  - 1.2 submitted by it to  
Procedure. (The  
Framework Agree
  - 1.3 is the Company's  
services as detaile
  - 1.4 is an offer by the C
2. **[<sup>1</sup>FIRST TYPE OF SERVICE]**  
The Company requires Se  
service>>.  
  
The Relevant Call Off Ter  
set out in Schedule <sup>2</sup>[2] **OR**  
  
The quantity of the Servic  
service>>.  
  
The fees for the Service  
issued by the Supplier as f  
  
The other material details  
Service are as follows: <<  
  
3. **[<sup>3</sup>SECOND TYPE OF SERVICE]**  
The Company requires a  
description of service>>.  
  
The Relevant Call Off Ter  
are set out in Schedule  
Agreement.

hpany;

o paragraph 1.1 of the Ordering  
set out in Schedule 1 of the

to supply one or more types of

all Off Contract for the Services.

e: <<insert detailed description of

e to that [first type of] Service are  
] of the Framework Agreement.

be: <<insert details of quantity of

in accordance with the quotation  
of fee quotation>.

ed above and the supply of that  
ils>> ]

following type: <<insert detailed

le to that second type of Service  
**R [5] OR [6]** of the Framework

<sup>1</sup> Delete this heading if the only type or element of s  
in “2”.  
<sup>2</sup> Select the relevant Schedule number and delete th  
<sup>3</sup> Paragraph 3 and its heading should be included to  
are to be any elements/types/categories of service in  
sets of the same text as is included above as “3”, add

Call Off Contract will be the type or element specified

ervice purchased under this Call Off Contract. If there  
hen insert and complete, as necessary, one or more  
t.

The quantity of the Service to be provided shall be: <<insert details of quantity of service>>.

The fees for the Service to be provided shall be in accordance with the quotation issued by the Supplier as follows: <<insert details of fee quotation>>.

The other material details of the Service to be provided above and the supply of that Service are as follows: <<insert details of other material details>>]

4. The Supplier should within [ ] days acknowledge receipt of this Order Form and notify the Company of this offer or that it declines this offer.

5. If and when the Supplier accepts this Order Form, the Supplier and the Company will be deemed to enter into a contract for the provision of the Service.

6. [The following details are applicable to the Call Off Framework Agreement.]

Clause 7.4: In relation to the Service, the Supplier, as Data Processor, shall be processed by the Supplier.

- a) type(s) of person(s) to whom the Service is to be provided
- b) scope of process
- c) nature of process
- d) purpose of process
- e) duration of process

Clause 7.6.2: In relation to the Service, the Supplier, as Data Processor, shall agree that the technical and organisational measures to protect the personal data from unauthorized access, disclosure, damage or destruction are:

<<insert details of the technical and organisational measures>>]

Signed by .....

Name .....

on behalf of the Company

Dated .....

Signed by .....

Name .....

on behalf of the Supplier

Dated .....

<sup>4</sup> See footnote 2 above