**PURCHASE ORDER**

issued by

[Customer Name] (**Customer**)

to

[Supplier name] (**Supplier**)

under the agreement for the provision of services dated [insert date of Agreement] (**Agreement)**

|  |  |  |
| --- | --- | --- |
|  | **Purchase Order number** | [Insert Purchase Order number] |
|  | **Date of Purchase Order** | [Insert date] |
|  | **Start Date** | [Insert date for start of provision of Services] |
|  | **Completion Date** | [Insert date for completion of all Services] |
|  | **Services** | [Describe which Services from Item 1 of Schedule 2 are to be provided.] |
|  | **Deliverables** | [Describe any Deliverables to be provided as part of the Services] |
|  | **Work program** | [Describe the applicable Milestones, and Milestone Dates by which those Milestones must be achieved. Describe the delivery dates required for Deliverables.] |
|  | **Progress Reports** | [Insert requirements for progress reports, including the content of the reports, any formatting requirements and how often reports are to be submitted (e.g. per week / month / quarter).] |
|  | **Contract management review** | [ ]  Contract management meetings are required[Insert requirements for management meetings, including frequency and location.][ ]  Contract management meetings are not required |
|  | **Pricing** | [Insert details of the Rates and/or Fees for the Services to be provided, as contained in the Quote (and negotiated, if applicable). Include: * the GST exclusive price;
* the GST payable; and
* the total cost for the Services.]
 |
|  | **Key Personnel** | [Select which of the following applies in relation to this Purchase Order:][ ]  Key Personnel are not required for this Purchase Order.[ ]  The following Key Personnel are required for this Purchase Order: |
| **Name:** | **Role:** |
|  |  |
|  |  |
|  |  |
|  | **Liquidated damages** | [ ]  Liquidated damages are applicable[x]  Liquidated damages are not applicable |
|  | **Service Credits** | [ ]  Service Credits are applicable[x]  Service Credits are not applicable |
|  | **Invoicing requirements** | **Invoice requirements:**[Invoice requirements to be inserted, including any information that must be contained within the invoice. If invoices are not to be submitted following acceptance of the services/deliverables, state when the Supplier must invoice the Organisation and/or specify any particular payment milestones which apply.]**Address for invoices:**All invoices must be sent to the following address:[Address to which invoices must be submitted to be inserted.] |
|  | **Payment** | Payment for Services is to be made in accordance with any of the following methods:[Insert appropriate method of payment (e.g. Corporate Transaction Card, electronic transfer of funds).] |
|  | **Insurance** | [Insert any further additional insurance required outside of the amounts and types of insurance in the Agreement.] |
|  | **Applicable Laws** | The Supplier must comply with all Laws, including any which may be listed in the Agreement and here for information purposes due to their particular relevance to the Services:[Specify any Laws of particular relevance with which the Supplier must comply as part of this Agreement, for example, Working with Children laws.] |
|  | **Representatives** | **Customer**Name: Address:Telephone: Email:  |
| **Supplier**Name: Address:Telephone: Email:  |
|  | **Notice requirements** | **Customer**Addressee: Address: Email:  |
| **Supplier**Addressee: Address:Email:  |
|  | **Other information** | [Describe any other information relevant to the provision of the Services under the Purchase Order Contract. Note that this information will not over-ride the terms and conditions of the Agreement.] |