|  |  |  |
| --- | --- | --- |
| **C6940** | **Contract Number:** | Type here |
|  |
| To | Type here | HRO number | Type here |
|  |  | Email/fax number | Type here |
|  |  | Total no. of pages | Type here |
| Attention | Type here |
| Sender’s name | Type here |
| Sender’s phone number(if transmission errors) | Type here |
| In accordance with Clauses 6.1.1/6.4.1 of the General Conditions of Contract (Form C7545), please carry out the work detailed below at the offered and accepted Hourly Rates set out in the Fee Schedule: |
| The value of the work carried out under this Order should not exceed | Type here |
| An Extension of Time to the Date for Completion will be allowed for this work |[ ]  Tick as applicable |
| OR An Extension of Time to the Date for Completion will not be allowed for this work |[ ]   |

|  |
| --- |
| Authorisation |
| For and on behalf of the Principal |
| Name/Position | Signature | Date |
| Type here |  | Type here |
| Details of work required |
| Type here |