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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | |  |

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