

**CHARITIES AND THIRD SECTOR
ORDER FORM**
(“Statement of Works”, i.e., your required solution)

CONTRACT No CBG/DU/MFD/01
Contract for the Provision of Multifunctional Devices and Associated Digital Solutions

[] (the End User) wishes to procure the below mentioned Solution from [] (the Supplier), commencing on [] and ending on []/continuing for a minimum period of [] months (*delete as applicable*) unless varied in accordance with the Call-Off Contract Terms and Conditions.

The definitions that apply to the Agreement also apply to this Statement of Works.

This Statement of Works is issued under the Call-Off Contract Terms and Conditions (“Agreement”). Customers can use this Statement of Works to specify the Solution requirements they wish to order. The execution and return of this Statement of Works by the End User to the Supplier forms a Contract which is legally binding agreement between the parties. A copy of which (as appropriate) has been provided to the End User and is also available via www.charitiesbuyinggroup.com

The Agreement applies to the exclusion of all other terms including, without limitation, any terms appearing on a purchase order of which the Supplier seeks to impose or incorporate, or which are implied by trade, customer, practice or course of dealings.

End User Site	
Address for Receipt of Solution	Invoice Address (if different)
Post Code	Post Code
Contact Name (PRINT) (Mr/Mrs/Miss/Ms/Dr/Rev):	
Tel No:	CPC Membership No:
Email:	Fax No:
Delivery Date:	Installation Date (if different):
Signature (End User)Name and Position (End User)	Date:
Signature (Supplier)	Date:

Sheet 2 of __

The Solution being purchased is detailed [below/within the attached document entitled []]
(delete as appropriate).

Solution		Price (ex VAT)	Price (inc VAT)
Supplies			
Software			
Documentation			
Services			
Maintenance			
Training			
Manufacturers' Warranties			

Reference Standard			
Bespoke terms and conditions which apply to this Statement of Works only			
TOTAL PRICE		£ _____ excl VAT	

A completed copy of this form should be emailed to the Help Desk at cbg@mfdhelpdesk.org. Please note this information will be kept confidential and will only be used for internal framework monitoring and management purposes.

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