

SCHEDULE 3: CALL Off FORM

Section 1: Requirement

Job Number (give this to the tenant as a reference no.):	
Description of work required:	
<p>Room: (kichen/bathroom/lounge) <i>Additional details (i.e. when standing in doorway facing room / left wall above skirting / right wall near ceiling / hot or cold tap)</i></p>	
<p>Approximate measurement if relevant (i.e. plaster / damp etc.):</p>	
<p>External (front or rear garden/path/garage):</p>	
<p>Additional details: (when facing the front of the property/side/rear of property/garage) (i.e. top left hand side of external wall to front garden/above back door in rear garden)</p>	
<p>Approximate measurement of area if relevant: (i.e. damp/plaster/brickwork)</p>	
H&S / Access Information / Asbestos (2 man call etc)	
<p>Attach appropriate reports</p>	
Location (first 4 of postcode)	
Required Completion date	
Estimated total cost	

Mark sections in the Supplier Response form that are not applicable

Section 2: Supplier response

Company Name	
Contact Name	
Contact Number	
Method Statement (Mark sections that are not applicable if they are not required for be evaluation)	
Outline of work plan / method statement	
H&S considerations	
Risk Assessment	

All reports attached have been read & understood	YES	NO
Start date		
Estimated Completion date		
Total Cost		

BY SIGNING AND RETURNING THIS CALL OFF FORM THE SUPPLIER AGREES to enter a legally binding contract with CORSERV to provide to CORSERV the Goods/Services/Works specified in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Dynamic Purchasing System Agreement entered into by the Subcontractor and CORSERV.

For and on behalf of the Supplier:-

Name and Title

Signature

Date