[DATE]

[NAME]

[CORRECT LEGAL NAME OF SUPPLIER]

[ADDRESS]

[CITY] [STATE] [POST CODE]

Email: [EMAIL ADDRESS (IF SENDING BY EMAIL)]

‍

**[INSERT CONTRACT NAME]**

**WORK ORDER NO. [INSERT WORK ORDER NUMBER]**

**PURSUANT TO STANDARD TERMS AND CONDITIONS**

WORK ORDER

[GUIDANCE NOTE// REFER TO WORK ORDER CHECKLIST FOR DETAILS TO BE INCLUDED IN THE DOCUMENTS COMPRISING THE WORK ORDER]

You are requested to provide the [INSERT EITHER GOODS, SERVICES, GOODS AND SERVICES] described in the following documents:

Council’s standard terms and conditions available on Council’s website or at the following link: [INSERT LINK];

* 1. [LIST ALL DOCUMENTS COMPRISING THE SCOPE, INCLUDING ANY AGREED AMENDMENTS]; and
  2. [LIST ALL DOCUMENTS COMPRISING THE SCOPE, INCLUDING ANY AGREED AMENDMENTS].

Please execute a copy of this letter where indicated below and return a complete copy of it to [INSERT NAME AND ADDRESS OR EMAIL ADDRESS TO WHOM SIGNED ACKNOWLEDGEMENT IS TO BE SENT] by no later than [TIME] on [DATE].

The Principal’s representative for this contract is [INSERT NAME] WHO CAN BE CONTACTED ON [INSERT CONTACT DETAILS].

Yours faithfully,

[INSERT NAME]

[INSERT TITLE]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Acknowledgement, acceptance and agreement by Supplier**  The Supplier acknowledges, accepts and agrees to be bound by this Work Order. | | | | |
| **SIGNED** for and on behalf of the Supplier by its authorised representative: | | | | |
|  | | | | |
| Signature of authorised representative |  | Name of authorised representative |  | Date |