**SECTION 1: CONTRACTING PARTIES**

|  |
| --- |
| **Buyer Details** |
| Organisation |  |
| Contact Name |  |
| Job Title |  |
| Address |  |
| Telephone |  | Email |  |
| Order Reference |  | Date of Order |  |
| **Supplier Details** |
| Supplier |  |
| Contact Name |  |
| Address |  |
| Telephone |  | Email |  |
| Quotation Reference |  |

**SECTION 2: VEHICLE SPECIFICATION**

|  |
| --- |
| **Vehicle Details** |
| Make |  |
| Model Description |  |
| Transmission |  |
| Fuel |  |
| Colour |  |
| Optional Extras |  |
| Conversion details |  |
| Quantity |  |

**SECTION 3: VEHICLE PRICING**

|  |
| --- |
| **Base Vehicle Pricing** |
| Manufacturers Retail Price |  |
| Percentage Discount Agreed |  |
| Discounted Base Vehicle Price |  |
| **Pricing for other items** |
| Cost of Optional Extras |  |
| Conversion Cost |  |
| Cost of Registration & VED  |  |
| Cost of Delivery |  |
| **Total Vehicle Cost** |
| Total Cost |  |

**SECTION 4: DELIVERY**

|  |
| --- |
| **Delivery Requirements** |
| Requested Delivery Date |  |
| Address |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

**SECTION 5: VARIATIONS TO STANDARD CONTRACT TERMS**

|  |  |
| --- | --- |
| **Term** | **Variation required** |
|  |  |

**SECTION 6: DECLARATION**

|  |
| --- |
| **This Order Form, when completed and executed by both Parties, forms a Call-Off Contract under the Crown Commercial Service RM6060 Vehicle Purchase framework** |
| On behalf of the Buyer | Name |  |
| Job Title |  |
| Date |  |
| Signature |  |
| On behalf of the Supplier | Name |  |
| Job Title |  |
| Date |  |
| Signature |  |