

Notes: Before completing/amending, please read the following notes:

- a) Neither these notes above nor the footnotes to it form part of the Form. They should all be deleted before completing/amending the Form.
- b) This Order Form is a part of the General Supply Framework Agreement for the purposes of that Framework Agreement.
- c) When the Company supplies Goods under this Order Form, it will need to take the relevant steps to complete the gaps as indicated by the brackets.
- d) The following are examples of the information that should be included in the final set of Goods to match sample goods to match sample goods and/or packaging. Other information may be required.

Now, please read the following notes:

The following notes are intended to help you complete the Form. They should be read in conjunction with the Form. They should not be deleted. They should be read in conjunction with the Form. They should not be deleted. They should be read in conjunction with the Form. They should not be deleted.

ORDER FORM

1. This Order Form:
 - 1.1 has been completed by the Company;
 - 1.2 submitted by it to the Supplier in accordance with paragraph 1.1 of the Ordering Procedure. (The relevant provisions of the Framework Agreement are set out in Schedule 1 of the Framework Agreement.)
 - 1.3 is the Company's offer to supply one or more types of Goods as detailed in the Annex to Schedule 1 of the Framework Agreement;
 - 1.4 is an offer by the Company to supply one or more types of Goods as detailed in the Annex to Schedule 1 of the Framework Agreement;
2. **[¹FIRST TYPE OF GOODS]**

The Company requires Goods of the following type: <<insert detailed description of Goods>>.

The Relevant Call Off Terms are set out in Schedule ²[2] of the Framework Agreement.

The quantity of the Goods required is: <<insert details of quantity of Goods>>.

The price of the Goods is: <<insert details of price of Goods>>.

The other material details of the Goods are as follows: <<insert details of other material details of Goods>>.
3. **[³SECOND TYPE OF GOODS]**

The Company requires Goods of the following type: <<insert detailed description of Goods>>.

The Relevant Call Off Terms are set out in Schedule [5] of the Framework Agreement.

The Company requires Goods of the following type: <<insert detailed description of Goods>>.

The Relevant Call Off Terms are set out in Schedule [5] of the Framework Agreement.

The quantity of the Goods required is: <<insert details of quantity of Goods>>.

The price of the Goods is: <<insert details of price of Goods>>.

The other material details of the Goods are as follows: <<insert details of other material details of Goods>>.

¹ Delete this heading if the only goods purchased under this Call Off Contract are of the type specified in 2.

² Select the relevant Schedule number and delete the text in brackets.

³ Paragraph 3 and its heading should be included to any types of goods in addition to those set out in 2, included above as "3", adding the relevant information.

⁴ See footnote 2 above

- The quantity of the Goods to be supplied: <<insert details of quantity of goods>>.
- The price of the Goods to be supplied in accordance with the [quotation issued by the Supplier] or as follows: <<insert details of price quotation>>.
- The other material details of the Goods to be supplied above and the supply of those Goods are as follows: <<insert details of supply>>]
4. The Supplier should within [7] days acknowledge receipt of this Order Form and notify the Company of this offer or that it declines this offer.
 5. If and when the Supplier declines this offer, the Supplier and the Company will be deemed to enter into a contract for the provision of the Goods.
 6. [The following details are applicable to the Call Off Framework Agreement:
 Clause 7.4: In relation to the Supplier as Data Processor, the details of the personal data to be processed by the Supplier are as follows:
 a) type(s) of personal data
 b) scope of processing
 c) nature of processing
 d) purpose of processing
 e) duration of processing
 Clause 7.6.2: In relation to the Supplier as Data Processor, the technical and organisational measures to be implemented by the Supplier to protect the personal data from unlawful processing, accidental loss, damage or destruction are as follows:
 <<insert details of the agreed measures>>]

Signed by.....

Name

on behalf of the Company

Dated

Signed by

Name

on behalf of the Supplier

Dated

S

A

M

P

L

E