

# **Short Form Conditions of Contract (Schedule)**

**For the Provision of Goods and/or Services**

Version 002- dated 14 June 2007



## SCHEDULE - CONTRACT PARTICULARS

**Note to Agency:** The Agency should complete those items which the Agency is able to specify and shade these items in **grey**. This will highlight the items which the Offeror will be required to complete as part of their Offer.

ITEM	INFORMATION	DETAILS			
1.	<b>Agency</b> (clause 1.1): [Insert full name of the Agency]:  [Insert the Agency's ABN]:  [Insert the Agency's address]: [Insert the position/title of the nominated Agency officer who will oversee the Contract]. [Insert the Agency contact officer's email address]	<b>Name:</b> State of Queensland (acting through <<insert name of Government department or agency>>) <b>OR</b> <<insert name of entity, if not the State of Queensland>>			
		<b>ABN:</b> <<insert Agency's ABN number>>.			
		<b>Address:</b>			
		<b>Contact Officer:</b>			
		<b>Email:</b>			
2.	<b>Contractor</b> (clause 1.1): [Insert full name of Contractor]: [Contractor's ACN] [Insert Contractor's ABN]: [Insert Contractor's address]: [Insert the name of the person representing the Contractor, who will be responsible for the Contract].	<b>Name:</b>			
		<b>ACN:</b>			
		<b>ABN:</b>			
		<b>Address:</b>			
		<b>Contact Person:</b>			
3.	<b>Approved Expenses</b> (clauses 1.1 & 10): [Insert expenses for which the Contractor will be entitled to be reimbursed].				
4.	<b>Cluster Members</b> (clause 1.1): [Insert the Agency names of the 'Cluster Members', (if applicable)].				
5.	<b>Goods and/or Services</b> (clause 1.1 & 3): [Specify the Goods and/or Services which are to be delivered under this Contract].				
6.	<b>Price</b> (clauses 1.1 & 4): [Specify the pricing details for the Goods and/or Services].	<b>Description</b>	<b>Price (Excl GST)</b>	<b>GST component</b>	<b>Total Price (incl. GST)</b>
7.	<b>Delivery Date / Delivery Period</b> (clause 3.1): [Specify the date or period which the Goods are to be supplied and/or the Services are to be performed].				

