

**OFFICIAL ORDER NO.....**  
**ISSUED PURSUANT TO THE GITC HEAD AGREEMENT WITH THE CONTRACTOR**

Delete or clarify which items are not to apply

- A. Types of Products/Services Ordered**  
 (i) Hardware Acquisition; and/or (ii) Hardware Installation; and/or  
 (iii) Hardware Maintenance
- B. Official Order Detail**

**Part I - General Details**

ItemNo.	Order Details	GITC Clause Ref.	Response to Order Details
1.	GITC Agreement Number	1.1	
2.	Customer	1.1	
3.	Contractor	1.1	
4.	Officer to Receive Invoice	42.4(e)	
5.	Delegate	1.1	The Customer's IT Manager or as otherwise nominated by the Customer.
6.	Diary	51.13	Not Applicable
7.	Payment (Product)	42.1	Due on AAD.
8.	Terms of Payment	42.3	30 Days after receipt of a correctly rendered invoice.
9.	Future Payment	45.2	Clause 7 applies.
10.	Travel Expenses	46	Not applicable.
11.	Credit Card Facility	20	Not applicable.
12.	Unconditional Financial Undertaking	47.1	Not applicable.
13.	Performance Guarantee	48.1.	Not applicable.
14.	Insurance Requirements	49.1	Not applicable.
15.	Joint Insurance	49.2	Not applicable.
16.	Confidential Information	19.4	Not applicable.
17.	Secrecy and Security	74	The Customer requires the Contractor to arrange for its employees, agents or sub-contractors engaged in the performance of the Contract to sign a Deed of Confidentiality substantially in the form of Schedule 10 relating to non-disclosure of Confidential Material or Private Material and the Contractor must arrange for all such Deeds to be signed promptly and returned to the Customer together with the signed copy of this Official Order. These Deeds must be in a form satisfactory to the Customer.
18.	Liquidated Damages	69.1	Not applicable.

19.	Contractor Management Services	51.4	Not applicable.
20.	Management Committee	51.5 51.7	Not applicable. Not applicable.
21.	Staged Implementation and Termination	77.1	Not applicable.
22.	Notices	83.1 83.2	Standard provision applies.
23.	Limitation of Liability	68.4	Not applicable.
24.	Additional Conditions	84	

Delete or  
clarify if this  
Part is not  
relevant

**Part II - Hardware Acquisition Details** (if applicable)

25.	Product being Ordered (Hardware)	1.1 4.1 86.2	The following Products are ordered:-  The Prices of the Products are:-  New Hardware Products are required.
26.	Contractor's Specifications	1.1	All specifications communicated to the Customer and all current applicable published specifications.
27.	Customer's Functional Specifications	10	All written specifications provided by the Customer to the Contractor.
28.	Warranty Period	1.1	365 days commencing on the AAD.
29.	Documentation	64.1 64.2	One copy (hard copy and disc.)  As agreed between the Parties.
30.	Acceptance Testing (Product)  [Will Acceptance Testing be carried out]  [Commencement Date of Acceptance Testing]  [Hours of Testing during each working day]  [Period of Test]  [Testing by Contractor on Customer]  [Is level of availability to be greater than 98%]  [Contractor supplied elements for testing]	55.1 55.13 55.15 55.16 55.17 55.27 55.30	
31.	Configuration	1.1	All items (if any) described in the Contract Specifications.
32.	Minimum System Configuration	1.1	As described (if any) in the Contract Specifications.

33.	System	1.1	All operationally related items (if any) of Hardware and Software described in the Contract Specifications.
34.	Training	63	Not applicable.

Delete or clarify if this Part is not relevant

**Part III - Hardware Installation Details (if applicable)**

35	Site	1.1	The Products are to be installed at :
36.	Delivery and Installation	41.1	The date of delivery shall be:  The manner of installation shall be:
37.	Access Date	1.1	
38.	Site Specification and Site Preparation	61.1 61.4	Not applicable.  Customer responsible for Site Preparation.

Delete or clarify if this Part is not relevant

**Part IV - Hardware Maintenance Details (if applicable)**

39.	Hardware (Maintenance)	1.1	Products described in Attachment "A" as Hardware to be maintained.
40.	Hardware Maintenance Service (Preventative Maintenance and Remedial Maintenance)	1.1	The following Remedial Maintenance is required:-  The following Preventative Maintenance is required:-.
41.	Charges	94.3	
42.	Warranty Period (Hardware Maintenance)	1.1	
43.	Site	1.1	The Products are to be maintained at:-
44.	Maintenance Service Period	1.1. 89.1	The period during which the Hardware Maintenance Service is to be provided is-  The Hardware Maintenance Service shall commence on:
45.	Standard of Maintenance Services for provision of Comprehensive Maintenance Service	90.2	98% Hardware availability.
46.	Preventative Maintenance	91.1 1.1	Preventative Maintenance to be performed at the following times:-
47.	Remedial Maintenance	92.1 92.2	The Remedial Maintenance will be provided at the following times:-  The charge payable for any Remedial Maintenance performed outside the Basic Maintenance Period will be:-
48.	Response Time	92.4	The maximum Response Time is:-
49.	Fault Escalation Procedure	92.5	As required by the Customer and notified in writing.

50.	Basic Maintenance Period	95.2	The Basic Maintenance Period agreed upon is:-  The Basic Maintenance Services shall be provided during the following hours:-
51.	Hardware Downtime	96.4	Standard requirements apply.
52.	System Downtime	96.4	Standard requirements apply.
53.	Movement of Hardware	102.1	Standard requirements apply.
54.	Variation of Hardware	104.1	Standard requirements apply.

**C. Person who has authorised Submission of this Order**

Name: .....Title.....

Signature:.....Date: / /200

**D. List of Attachments**

The following annexures are attached:  
[Set out particulars of any annexures]

**E. Order Form Prevails**

In the event of any inconsistency between the Official Order and any document attached to or expressly incorporated as part of the Official Order the content of the Official Order shall prevail.

**F. Acknowledgment of Contractor**

The Contractor hereby accepts all aspects of the Order. In witness whereof the Contractor has signed this Order Form on the                      day of                      200 ... :

SIGNED for and on behalf of the                      )  
Contractor by                      )  
(who by this execution warrants his )  
authority to so sign) in the presence of:-                      )

.....  
Witness

**OR**

THE COMMON SEAL of                      )  
[Name of Contractor and ACN]                      )  
has hereunto been duly affixed in                      )  
the presence of:-                      )

.....  
Director

.....  
Secretary

**G. Acknowledgement of Contract Authority (if applicable)**

The Contract Authority hereby agrees to consent to the inclusion of the Additional Conditions and agrees that to the extent of any inconsistency between these provisions and any others that these provisions shall take priority.

.....  
Director

Example Only